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POST BINDER

No. 5457 ½

A regular meeting of the Trustees of the Robbins Library was held at the Library on January 4, 1951, all of the Trustees being present.

Also present was the Library Subcommittee of the Town Finance Committee represented by Messrs. Charles Armitage, John J. Driscoll and William Bennett. They went over the proposed library budget for 1951.

The secretary was instructed to communicate with Warren O'Leary of the Department of Public Works with a view to bringing again to his attention the question of the removal of the island in front of the Library.

The resignation of Miss Ethel Hawkins was received and accepted with regret to take effect as of January 27, 1951.

Respectfully submitted,

Francis Keef

Minutes of Library Meeting

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on February 21, 1951. Present were Trustees Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mrs. Margaret Heaps, Llewellyn B. Parsons and Francis Keefe. Miss Judith Stromdahl, the new librarian was also present.

The resignation of Mrs. Ruth G. Fuller, Branch Librarian at the Dallin Branch was received, to be effective March 31, 1951. Mrs. Fuller is getting married and her resignation was received with regret.

A letter was also received from Mrs. Lucinda F. Spofford, the former librarian, expressing her thanks to the Trustees and to Mrs. Roscoe O. Elliott for the dinner and gift given to her upon the occasion of her retirement.

The report of the Town Committee on the new branch library at East Arlington was received and read. The Secretary was requested to write to the Finance Committee, stating that the Trustees were in favor of the proposal to acquire the three stores at number 175, 175A and 177 Massachusetts Avenue and the vacant lot in the rear thereof for the total price of $28,000.00.

A letter from James H. Sumner, an executive director of the Arlington Boys Club, was received and read, in which he stated that the Boys Club was interested in a Library program and had made a start in their present reading room. He stated that the Club was much in need of furniture, tables, chairs, etc. and thought that possibly the Library might have some spare furniture available. The Secretary was requested to communicate with Mr. Sumner and have him talk to Miss Stromdahl, the Librarian, about this matter.

The Secretary was also requested to communicate with the Boston Filter Company about the noise from the water cooler, to see if something could be done about it.

Miss Stromdahl made her first monthly report as Librarian, and made the following suggestions in connection with the operation of the Library:-

1. That rubber tile be installed in the desk space in the main lobby.
2. That a telephone extension to the Reference Room be made.

3. That no fines be charged for Sundays and holidays.

The Trustees agreed with all of these suggestions and told Miss Stromdahl to put them in effect immediately, with the further suggestion that the telephone in the Curator's Room, now unused, be removed.

Respectfully submitted.

Francis Keefe

Secretary

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on March 21, 1951, all of the Trustees being present.

Upon motion duly made and seconded, it was unanimously voted to proceed to the election of officers for the coming year. Wilson D. Clark, Jr. was nominated for President and Francis Keefe was nominated for Secretary, there being no other nominations, the nominations were closed. A ballot being taken, Mr. Clark and Mr. Keefe were unanimously elected as Chairman and Secretary respectively.

A communication from James J. Golden, Town Clerk, was received and read. This communication stated that Mr. Golden had a copy of Chapter 25 of the Acts of 1951 entitled "An Act Relative To The Asking Of Proposals For Certain Contracts Of Cities And Towns" which copy was available for inspection.

A letter was received from Dr. Donald W. Horley, Chairman of the Red Cross Drive thanking the Trustees for the use of the Library on Sunday, March 11, 1951.

A communication was received from the Trinity Lutheran Church requesting an extension to use the Dallin Branch Library Hall for Sunday morning worship until October 1, 1951. The communication stated that the church was purchasing land and hoped to have their new church completed at that time. Upon motion duly made and seconded, it was unanimously voted to permit the use as requested.

There was a prolonged discussion of Article 42 of the Town Meeting relative to the acquisition of land and buildings for the East Arlington Branch of the Library.

Upon motion duly made and seconded, it was moved to sell U.S. Bonds 1959-56, 2-3/4% in the amount of $15,000.00 owned now by the Robbins Art Fund and reinvest the proceeds in other government issues. The bonds in question are now bid at 107-12/36.

Upon motion duly made and seconded, it was voted to have certain repairs made on the library roof, the repairs to be done by Mr. Keefe with whom the librarian has been in communication. The cost of these repairs are uncertain, but will run from between $175.00 to $350.00. Leaks are occuring through the roof and damaging the library property, and this work is in the nature of an emergency.

Miss Stromdahl discussed the resignation of Mrs. Fuller, Branch Librarian at the Dallin Branch and recommended that Miss Helen Whiteman, at present, a Junior Assistant, be given the opportunity to take charge there upon a trial basis; the position there to be made permanent if in the judgment of Miss Stromdahl and the Trustees, it is desirable to do so.

Miss Stromdahl and Mrs. Heaps brought to the attention of the Trustees the application of employment of Mrs. Signe Hinson, at present Librarian of the Bedford Public Library. Their investigation to date indicated that Mrs. Hinson would be a welcome addition to the library staff having had a great deal of experience in library and teaching work. She is a widow without children and would be available April 1, 1951. Upon motion duly made and seconded, it was voted, subject to the further investigation of references by Mrs. Heaps and Miss Stromdahl, to hire Mrs. Hinson as Junior Assistant, Grade 6 at the maximum salary of $2314.00 plus the 5% recently voted at the Town Meeting.

Miss Stromdahl recommended that the high school page girls doing part time work be paid at the rate of fifty cents an hour rather than at thirty cents an hour now paid. The Trustees accepted this recommendation.

Miss Stromdahl reported that Mrs. Marianna Rowe, an employee of the Library since 1937 and a graduate of Simmons Library College, had requested full time employment. She has been employed on part time basis at $1.25 an hourand of recent weeks has been working thirty-seven hours a week. She is now in a position to work full time. She is a valued employee of the Library with a great deal of experience and training. Upon motion duly made and seconded, it was voted to employ Mrs. Rowe on a full time basis as a Senior Assistant, Grade 9 at the maximum salary of $2795.00 plus the 5% recently voted at the annual Town Meeting.

Upon motion duly made and seconded, it was voted to authorize the Librarian to deposit the sum of $25.00 with the Superintendent of Documents at Washington, D. C. so that government pamphlets and documents could be obtained without excessive correspondence and delay. She was further authorized to replenish such sum in the future as needed in amounts not to exceed $25.00 on each case.

Upon motion duly made and seconded, it was voted that the Library employees be paid twice a month instead of once a month as at present, such payments to begin at the discretion of the Librarian.

Miss Stromdahl read a letter from Joseph Wheeler, expert on library architecture, of Benson, Vermont, to the effect that he would be pleased to examine the entire library carefully with a view to suggestions for the most efficient use of available space. He stated that he would do this job for $200.00, plus travel and typing expenses, and for the additional sum of $50.00 he would provide sketches of whatever work might be necessary. The Trustees authorized Miss Stromdahl to communicate with Mr. Wheeler and have him do the work.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of the Library Meeting

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on April 17, 1951, all of the Trustees being present.

Wilson D. Clark, Jr., Chairman, reported that the $15,000 U. S. Bonds, 1959-56, 2 3/4% have been sold for $106 28/32. The total proceeds from the sale amounted to $16,054.79, which included $23.54 interest, the profit being $1031.25. He reported further that there had been purchased with the proceeds $16,000 U. S. Treasury, 2½%, of December 15, 1972-67 at 99 4/32, which with interest in the amount of $121.98, amounted to $15,981.98.

The Secretary was requested to make provisions to renew the art collection policy through the insurance broker, Harry J. O'Reilly.

The Secretary was also requested to check with the Board of Selectmen and ascertain what the procedure would be under Article 45 of the 1951 Warrant relative to the securing of additional quarters for the East Arlington Branch Library.

The Secretary was also requested to check with the Town Accountant on Mrs. Spofford's vacation money, which is due to be paid and also to check with the Town Accountant on the status of Mr. Freeman, who has been seriously ill and who has been unable to work.

Miss Stromdahl reported that Mrs. Signe LYNSON, former Bedford Librarian, had been employed and was working out very satisfactorily. She further stated that Mrs. Suzanne Molloy, formerly MacGillivray, who has been in charge of the East Arlington Branch, would be retiring in the near future. She will stay and do cataloging for a while. Miss Stromdahl and Trustee Mrs. Heaps were authorized to consider how the East Arlington Branch would be handled after her retirement.

Miss Harriet Taylor, one of the staff of the Library, requested permission from the Trustees, through Miss Stromdahl, to attend a six-weeks' course on Library Science at Simmons College. She had told Miss Stromdahl that she was willing to use her four-weeks' vacation and an additional two weeks absence from the Library without pay. This was agreeable to the Board and Miss Stromdahl was authorized to provide her with part-time work during that time, if she desired.

There was a general discussion on the matter of vacations and the chair appointed Trustees Heaps and Bradford as a

committee to consider this matter.

MissStromdahl reported that Miss Audrey Hoag, who has been doing part-time work and receiving $.50 therefor an hour had been working out very satisfactorily and the Librarian felt she should receive more money. She was authorized, therefore, to pay Miss Hoag the sum of $.75 an hour.

The Secretary was requested to communicate with the Boston Filter Company relative to the noise on the fountain and also to communicate with Ralph Hatfield about floor treads for the staircase to the second floor.

Respectfully submitted,

Secretary

A regular meeting of the Trustees of the Robbins Library was held at the Library on May 15, 1951. Present were Trustees Mrs. E. Warren Heaps, Roscoe O. Elliott, Llewellyn B. Parsons, Mark W. Bradford and Francis Keefe. In the absence of the Chairman, Wilson D. Clark, Jr., who was ill, Roscoe O. Elliott acted as chairman.

Letters of appreciation were received from Helen E. Whiteman acting librarian at the Dallin Branch and from Muriel G. Chandler; the former thanking the Trustees for the opportunity given to her at the Branch Library and the latter expressing her appreciation for the salary increase recently given to her.

Junior Assistant Librarian Elizabeth Epstien submitted her resignation to be effective June 1, 1951. Her resignation was submitted because she desired to accompany her husband to England where he will be studying in connection with his Master's Degree. She expressed a desire to be considered for reëmployment when she returns in the middle of September provided there was a vacancy existing at the time.

A letter from the Arlington Jewish Community Center requesting permission to use the Junior Library Hall several afternoons a week as a classroom for Hebrew and religious instruction for children was read. The Trustees did not feel it advisable to grant permission to use the Junior Library Hall because of the many committments already made, and the constant use to which the Hall is put by other organizations. It was suggested that the Secretary communicate with the organization and suggest that the Hall at the Dallin Branch would be made available at definite periods. The Trustees did not care to commit themselves for an indefinite period of time with respect to the use of any of the Halls.

Mrs. Heaps reported on the applications of Rita Zakarian and Naomi Lewis for employment on the library staff. They had interviewed both of these ladies and had been favorable impressed by their records, training and personality. Mrs. Heaps presented a statement of the qualifications of both which is attached hereto and made a part of the record. Upon motion duly made and seconded, it was voted to offer Miss Zakarian a position as Senior Assistant, Grade IX, Step I carrying an annual salary of $2566.00. Upon motion duly made and seconded, it was voted to offer Miss Lewis a position as Junior Assistant, Grade VII minimum step.

Mrs. Heaps also submitted a written report on the experiences and qualifications of Mrs. Signe Hynson and Mrs. Evelyn Colcord who are, at present, employees of the Library.

Trustee Mark W. Bradford presented a report of the Vacation Committee as follows:

VACATIONS

1. Vacation may be scheduled at any time approved by Librarian.
2. Professional staff -- 4 weeks per year.

   1 week for each 3 months
   31 days for two members of present staff (Miss Sampson and Mrs. Malloy) under original commitment.
3. Non-professional employees -- 3 weeks per year.

   1 week for each 4 months.
4. Part-time employees -- No vacation with pay.

   Special cases may be cited by the Librarian to the Trustees.

   Miss Hoeg -- 1 week approved

   Miss Smith -- Miss Stromdahl will check on last year's provision and decide.
5. In computing vacation earned, the Library year is October 1 to September 30.

Respectfully submitted,

Francis Keefe

ZAKARIAN, RITA

A member of the staff of the Parlin Memorial Library, Everett

Miss Zakarian is 26 years old

Education:

Watertown High	1943	
Burdett College	Mar. -Aug. 1944	
Cambridge Junior College	1945	Assoc. degree in Biology
Tufts College	1945-47	Sociology and English
Radcliffe College		- She finished residence - working for Ph.D. in sociology and anthropology Her credits are completed, but she now has to finish her thesis to obtain this degree
Russian Research Center, Harvard Univ.	1948-49	

The gaps in Miss Zakarian's education are due to the death of her father and the illness of her mother.

Miss Zakarian is eager to receive a degree in library science at Simmons College, and feels that her academic work would apply heavily toward such a degree, and therefore, she could get this degree in two summers. (This could be investigated)

At present, Miss Zakarian is Music Librarian and Assistant at the Parlin Memorial Library, Everett

Her duties are as follows:

1. Making out the payroll
2. Reference work
3. Cataloging and maintaining record library - on this she spends 18-20 hours weekly

Miss Zakarian is valuable to this Everett library because she speaks Russian, Armenian and Turkish, understands Italian, Spanish and French. Her father was an Armenian minister in Odessa, Russia, her mother was born in Constantinople - hence her fluency in foreign languages.

Miss Zakarian has a fine musical background. She studied piano for 8 years. She has studied voice for two years, and she has studied music theory for two years.

In order to set up this record library in Everett, she visited Somerville, Malden and other community libraries having record collections.

$300 was the initial amount spent in Everett on the record collection

grade IX Step I $2566

Interview May, 1951

70AFb

By now, $6-700 has been spent on the collection
The library has two record players (both gifts)
Miss Zakarian used authentic sources and guides for purchase
She is now buying all long-playing records
n Tuesdays and Wednesdays, there is a record concert from 12-1 noon
The record library is open for circulation on Tuesday and Saturday, from 2-5 in the afternoon , and on Monday and Friday, from 7-8.30, in the evening.
wo hundred records are circulated on the days the collection is open

Miss Zakarian's salary is $2400. She has been in Everett only one year, starting at $2100, but since 19 people have resigned since that time, her salary has been increased in an effort to keep her on that staff.
She is the only financial support in her family.
Her vacation is 2 weeks
She works 39 hours a week; 2 evenings

She wishes to leave Everett because the atmosphere is unpleasant, and there is no incentive for advancement. She has been told "You're doing the work you are told to do. There is no need here for library trained people."
She requested that we do not write to Miss Schroeder, the Librarian at Parlin, for a reference until she has broached the subject of leaving to her, and stated to us that she is certain that the recommendation will ~~would~~ not be favorable, as none of the other people who have left this year received a favorable one.

7QAFb

LEWIS, MISS NAOMI

A member of this year's graduating class at Simmons College

Miss Lewis is 21 years old

cation:

1. Roxbury Memorial High School (Miss Lewis' home is in Roxbury)
2. Simmons College, School of Library Science, Class of 1951

Library experience:

1. She has been a page in the library of Roxbury Memorial High School. This library is also a branch of the Boston Public Library
2. She has completed her spring practice in the New York Public Library. Miss Lewis was sent to 4 of the branches.

Miss Lewis has majored in Children's Work at Simmons

She has had camp experience with children for three years.

1. Camp Marlin, Connecticut
2. Camp Kingswood, Bridgeton, Maine
3. Nantasket Hotel – Nautilus Inn
   Here Miss Lewis had charge of a group of 40 children for the season. Her program included story telling, arts and crafts, dramatics. The children ranged in age from 4 to 10 years. At the end of the ten-week season, she staged a one and one-half hour dramatic performance featuring all the children.

The minimum salary now posted as acceptable at Simmons for the beginning graduate is $2800

When Miss Stromdahl and I both expressed doubt as to whether she could obtain a position in or near Boston at this salary, Miss Lewis told us she could do so at the Boston Public Library, but that she positively would not accept anything below $2100.

Miss Lewis is engaged and plans to be married in June, but intends to work for some time.

Miss Stromdahl and I liked her very much. We think she will be of great value as an assistant to Miss Phelan in the Junior Library and in the schools. She has had experience with children, and her manner and appearance are pleasing. She could also be used in the catalog room as cataloger of juvenile books.

Jr Asst grade VII $2156.50

Interview April 1951

HYNSON, MRS. SIGNE

Librarian, Bedford, Massachusetts, Public Library, 1947-
9 years a resident of Bedford

Mrs. Hynson was engaged in metal-work with her husband until his death, carrying on her work at the library on a part-time basis.

Education:

Goucher College, Baltimore, 1932   B.A. degree

Teacher in the Park School, Baltimore, for six years (subjects, English and German)

Mrs. Hynson worked in the Enoch Pratt Free Library, Baltimore, for one year during the summer months
She was born and brought up in Baltimore.

Mrs. Hynson especially enjoys working with adults and young people, from the 9th grade up

The Bedford Public Library is open 22 hours a week, but Mrs. Hynson is only there 8 hours a week.
The Library is at present housed in the Town Hall, but a new building is being completed for the Library.
Her salary is $450 annually at Bedford.
Mrs. Hymson conducts classes for the schools in the use of the library and reference books.

The total budget of the Bedford Library is $1000 a year; the total library budget is $2145/

The book stock is 10,000-12,000+ (inventory has just been made)
Mrs. Hynson and her assistant, who works 22 hours weekly, are attempting to recatalog the book collection, with the assistance of the Massachusetts Division of Public Libraries

Mrs. Hymson has worked at the Bedford Hospital.
She has done substitute teaching.
She will be available after April 1.
As I talked with her, I thought how very much we needed a person of Mrs. Hynson's educational background and experience to work with our high school students.
She is deaf in one ear, a fact she freely admitted. It did not seem to matter in her ability to talk with us.

(Interview March, 1951)

70AFD

COLCORD, MRS. EVELYN

Mrs. Colcord has been the librarian of the Gardiner, Maine, Library for the past five years (1946-51)

She is 42 years old

Her education is as follows:

1. New Jersey College for Women (now Rutgers University)
   2 years of college work
2. New Jersey State Library School
   4 summers

Her salary in Gardiner is $1500 per year
She has one assistant, not library trained
High school girls act as pages and as desk assistants

Mrs. Colcord addresses groups in the community, conducts story hours, and personally does all work with schools (She has prepared classroom libraries and given instruction in the use of the library)

The following are excerpts from the two letters of reference we received in answer to our request for this information:

1. Miss Hill, Deputy State Librarian, Maine, formerly Librarian of Gardiner, Maine, under whom Mrs. Colcord worked:

   "A very willing worker, very intelligent, well trained in library work and routines. Mrs. Colcord is very good in reference and book selection. Children's work is her strong forte. She gets along well with the public. As to her ability in cataloging, it is questionable, unless she is supervised carefully."

   Miss Hill makes the reservation that Mrs. Colcord "Can be very disagreeable with her associates, and in general, if things are not going along well in her personal life".

2. Mr. Hughes, Librarian, Trenton, New Jersey, replied that he understood that Mrs. Colcord had two years of college work at the New Jersey College for Women.

Interview Dec. 1950

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A regular meeting of the Trustees of the Library was held at the Library on June 19, 1951. Present were Chairman Wilson D. Clark, Jr., Mrs. E. Warren Heaps, Roscoe O. Elliott, Llewellyn B. Parsons and Francis Keefe.

At 8 o'clock the bids of the fuel oil were opened and read. Two bids were received, one from Dudley Fuel Company quoting a price of one cent per gallon below the Boston posted retail price at the time of delivery; the other from Robert Fawcett & SonCo.Inc. quoting a price of $.0997 per gallon based on a posted tank car price of $.093 a gallon, the price to be increased or decreased in accordance with changes in the tank car price. Upon motion duly made and seconded, it was unanimously voted to give the contract to Robert Fawcett & Son Co., Inc. upon the basis of its bid, subject, however, to this company repairing the damage to the Library lawn done last year in the delivery of oil.

Miss Stromdahl made her monthly report and stated that there was a water condition in the rear of the Library. The Trustees examined the site, and Miss Stromdahl was authorized to obtain an estimate from John V. Kelly of the cost of connecting to a main drain located near the premises.

Miss Stromdahl also reported a new roof leak above the catalogue room, and she was authorized to communicate with Mr. Keefe, the roofer, and have him repair the same.

The resignation of Junior Assistant, Shirley R. Hession was received and accepted with regret.

Miss Stromdahl reported about the open house held recently at the Dallin Branch where Trustee Roscoe O. Elliott gave an interesting and informative address.

Upon motion duly made and seconded, it was voted to appoint Miss Helen Whiteman to position of Branch Librarian, Grade XI, minimum step carrying a salary of $2743.50. Miss Whiteman formerly occupied a position as Junior Assistant, Class II, Grade VI, Step 3, carrying a salary of $2320.50.

There was a discussion of a possibility of donating excess duplicate books to the Commonwealth of Massachusetts Division of Public Libraries of the Massachusetts Department of Education for distribution in rural areas by the State Library Book Mobile. Upon motion duly made and seconded, the Librar~~y~~an was authorized to dispose of the excess duplicate books in such a fashion at ~~their~~ her discretion.

The Secretary read a letter from the Town Counsel relative to the proposed East Arlington taking, and the Secreatry was authorized to communicate with the Town Counsel and have him proceed as indicated in his letter.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on July 7, 1951. Present were Trustees Wilson D. Clark, Jr., Chairman, Mrs. E. Warren Heaps, Roscoe O. Elliott, Mark W. Bradford and Francis Keefe.

The Secretary read a letter from the Robert Fawcett & SonCo.,Inc. relative to the oil contract for the coming year which letter stated that the Fawcett Company did not believe it was responsible for the damage done to the library lawn in 1950 due to the overflowing of oil, stating that one of the custodians was responsible. The Secretary was authorized to investigate this matter and to settle it as soon as possible.

There was a discussion of the status of Herbert Freeman, one of the custodians who has been out of work for several months due to illness. The Chairman and the Secretary were requested to visit Mr. Freeman and to discuss with him his financial situation with a view to seeing what, if anything, the Trustees should do concerning his remuneration while ill.

There was an informal discussion of the East Arlington Library situation. The meeting was informed that the Town Counsel was taking the necessary steps to acquire title to the premises for the Town and that the transaction would soon be consummated.

Mrs. Heaps gave another report on the employee situation. She and Miss Stromdahl have been doing a great deal of work in connection with this matter and have interviewed several outstanding candidates, among whom was Miss Joan Hurley of 99 Outlook Avenue, West Hartford, Connecticut, a graduate of the University of Connecticut and Syracuse University, School of Library Science. Mrs. Heaps gave a full and highly complimentary report of her capabilities, and after discussion, upon motion duly made and seconded, it was voted that she be appointed head of Circulation, Grade XIV, Step I at a salary of $3044.00.

Mrs. Heaps informed the committee that Miss Naomi Lewis whose employment had been authorized at a previous meeting had notified her that she would be unable to accept the job offered her.

Mrs. Heaps also reported on the application of Mrs. Arpine Levonian Baghdoyan of 2 Pond Street, Winchester, whose education and experience was varied. She speaks four languages and her recommendations were of the highest order. Upon motion duly made and seconded, it was voted that she be employed as a Junior Assistant in Grade VI, Step I at a salary of $2126.00.

The Librarian was requested to provide the Secretary with the full and complete list of the present staff together with their salaries.

Miss Stromdahl gave her usual monthly report. She is starting the music program and will install it in the Art Room.

Respectfully submitted,

Francis Keefe

7QAFb

Library Minutes

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on August 21, 1951, all of the Trustees being present.

The secretary made a report on the Fawcett oil contract and also reported on the visit of the chairman and the secretary to Mr. Freeman, the custodian who is ill. After a general discussion, it was decided to take no action on Mr. Freeman's matter due to lack of funds in the budget. The secretary was requested to ascertain from Mr. Morse, the welfare agent, what, if anything, could be done for Mr. Freeman in the event that he became in need.

The resignation of Mrs. Marianna H. Rowe, senior assistant, was received and accepted with regret.

A letter from Mrs. Isabelle L. Hadley of 11 Temple Street, Arlington, requested that some signs be erected in the parking space in front of the library, stating that the space was reserved for patrons of the library was read. The secretary was authorized to write to the Chief of Police requesting the erection of such a sign.

Miss Stromdahl reported that the library circulation was increasing in all departments. She also stated that a catalog case for music records was required, with a base therefore, and upon motion duly made and seconded, it was unanimously

VOTED: To purchase the same from the current budget.

Upon motion duly made and seconded, it was unanimously

VOTED; To open the East Arlington branch of the library on Wednesday mornings, if upon investigation it seems feasible

Upon motion duly made and seconded, it was unanimously

VOTED: To install a dry well on the Westerly side of the library building to avoid in the future the accumulations of water that have been a source of trouble in the past.

Upon motion duly made and seconded, it was unanimously

VOTED: That Norman Paradis be appointed as custodian, Grade IX, Step 1, with an annual salary of $2566.00.

Upon motion duly made and seconded, it was unanimously

VOTED: That the librarian be authorized to acquire two round tables for the young people's room.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of the Robbins Library was held at the Robbins Library on September 18, 1951, all of the Trustees being present.

Upon motion duly made and seconded, it was voted to accept the bid of the Stahl Iron Works to furnish and erect 1/8" Algrip Stair Treads on the west stair up to the stacks, and on the east stair up to the book room for the total sum of $380.00. This money is to be taken from the capital fund appropriation of 1950.

Miss Stromdahl gave her usual monthly report and stated that there was a general increase in circulation.

Miss Stromdahl also reported that Mrs. Suzanne Malloy, Senior Assistant, had resigned effective August 31, 1951.

Upon motion duly made and seconded, it was voted to employ Mary Curtin Murawski with a non-professional Grade II, Step III with a salary of $1747.00. Mrs. Murawski is a graduate of St. Joseph's High School, Pittsfield and of the Simmons College Summer School Library of Science. She has been employed for the past six years at the Pittsfield Athenaeum. She is highly recommended by Mr. Robert Newman, the Librarian Athenaeum.

A long and detailed report of Joseph L. Wheeler concerning the physical set-up of the Library with detailed recommendations and suggestions for the use of the Library Building and its personnel was discussed at great length, and the Trustees inspected the Library with a view to his report and the possibility of carrying out some of his recommendations in the future.

Respectfully submitted,

Francis Keefe

A regular meeting of the Trustees of Robbins Library was held at the library on October 16, 1951. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mark W.Bradford, Llewellyn B. Parsons and Francis Keefe.

There was a discussion about the use of the vacant part of the East Arlington Branch Library for rummage sales, requests having come in from different organizations. It was decided to give permission for such sales, provided the organizations running them were charitable organizations.

Miss Stromdahl gave her usual monthly report. She stated that the record library had proved to be extremely popular and that the supply of records was totally inadequate.

Upon motion duly made and seconded it was unanimously voted that the sum of $500.00 be expended from funds for the purchase of records for the record library.

The Secretary was authorized to advertise for bids for new cabinets, Miss Stromdahl to obtain the necessary specifications.

Miss Stromdahl also reported the resignation of Mrs. Mary Murawski, who was recently employed by the library. Mrs. Murawski stated that it was impossible for her to work in Arlington, due to transportation difficulties.

Mr. Clark had with him some tentative plans for the new East Arlington Branch, which were scrutinized and discussed by the Board.

Respectfully submitted,

Francis Keefe

Secretary

Library Minutes

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on November 20, 1951. Present were Roscoe O. Elliott, Mrs. E. Warren Heaps, Mark W. Bradford, Llewellyn B. Parsons and Francis Keefe. Mr. Elliott presided as Temporary Chairman.

Upon motion duly made and seconded, it was unanimously

VOTED: That Roscoe O. Elliott be elected Chairman of the Board of Library Trustees.

A communication from the Arlington Chamber of Commerce requesting a donation of $25.00 for Christmas lighting was read. In view of the fact that the Town has already appropriated a substantial amount for Christmas lighting, and also because the Board members felt that they had no authority to expend Town money for such purposes, the request was denied.

Upon motion duly made and seconded, it was unanimously

VOTED: To permit Briand Studios of 177 Massachusetts Avenue, Arlington, to use the windows of the vacant part of the branch library for display purposes during the month of December, Mr. Briand to pay the sum of $17.50 therefor.

It was agreed that the Trustees would honor the former Chairman of the Board, Wilson D. Clark, Jr., by a reception and dinner at the Winchester Country Club, to be held December 11, 1951, Trustees Heaps and Bradford to be a committee to prepare a suitable testimonial.

The Chairman volunteered to meet with the proper authorities to see if some official action could not be taken to provide that the Library parking space be kept available for the patrons of the Library.

On motion duly made and seconded, it was unanimously

VOTED: That the sum of $1,000.00 be spent from funds for the purpose of film and other equipment so that a proper start could be made on the microfilming of the old town newspapers.

The rest of the evening was devoted to a discussion and preparation of the budget for 1952. The meeting adjourned before this subject was completed and upon motion duly made and seconded, it was unanimously

VOTED: To meet the following Saturday, November 24, 1951, at 10 a.m. to continue work on the budget.

Respectfully submitted,

Francis Keefe

Secretary

7QAFb

Library Minutes

A special meeting of the Board of Trustees of Robbins Library was held at the Library on November 24, 1951, at 10 a.m. Present were Roscoe O. Elliott, Chairman, Mrs. E. Warren Heaps, Mark W. Bradford and Francis Keefe.

The librarian submitted a proposal from Paul Fahnley for painting certain parts of the Library. No action was taken on this proposal.

Miss Stromdahl also reported that Mr. Grano had investigated the water situation at the Dallin Branch Library and had suggested that it might not be necessary to construct dry wells nor to install additional drainage facilities. He suggested that the hedges bordering the Library property at the Dallin Branch be removed and the ground reseeded. He felt that the hedges were diverting the water into the Library and the condition might remedy itself if they were removed.

The rest of the meeting was devoted to further work on the budget, with particular reference to the salary schedule for next year. The Chairman was authorized to communicate with Stanley Ryerson, the architect working on the plans for the additional Library facilities at East Arlington and to make arrangements for another meeting with him in the near future.

Respectfully submitted,

Francis Keefe

Secretary

7QAFb

Library Minutes

A special meeting of the Board of Trustees of Robbins Library was held at the Library on November 27, 1951. Present were Trustees Roscoe O. Elliott, Chairman, Mrs. E. Warren Heaps, Mark W. Bradford, Francis Keefe and the new member, John B. Fox, who was given a cordial welcome.

Discussions on the budget were continued. The budget items finally were completed. The librarian was instructed to make up the usual forms for presentation to the Town Accountant. A copy of the proposed budget is attached hereto.

Architect Stanley E. Ryerson and contractor John Rossi were present and discussed in detail proposals for the new Library in East Arlington. The estimates, which were general in nature, appeared to be high, but no apparent way was found to eliminate any of the items involved. It appears that to construct the new branch will cost between $45,000 and $49,000, with an additional cost for furniture of approximately $19,000.

The Secretary was requested to write to the Personnel Board relative to the possibility of putting custodian George Capes into either Grade 10 or 11 as a senior custodian in charge of the Libraries and the activities of the two other custodians.

Respectfully submitted,

Francis Keefe

Secretary

TOWN OF ARLINGTON
MASSACHUSETTS

BUDGET 1952

LIBRARIES

SHEET 33

	Appropriated 1951	Expended 1951	Requested 1952	Recommends
Personal Services	60,428.55*		69,117.00	
Expenses	28,000.00		31,700.00	
Total	88,428.55*		100,817.00	
Personal Services:				
Librarian	4,927.50*		4,313.50	
Library Assistants) Part-time Assistants)	47,065.35*		56,026.50	
Total	51,992.85*		60,340.00	
Custodians	8,435.70*		8,777.00	
Total Personal Services	60,428.55*		69,117.00	
Expenses:				
Books	11,500.00		15,000.00	
Periodicals	1,200.00		1,200.00	
Bindery	2,500.00		3,000.00	
Records	500.00		1,000.00	
Total Books, Periodicals, etc.	15,700.00		20,200.00	
Building and Grounds:				
Repair and Maintenance, Furniture and Supplies	2,000.00		2,200.00	
Fuel	3,500.00		3,500.00	
Light	2,100.00		1,900.00	
Telephone	600.00		700.00	
Office Maintenance:				
Postage, Advertising, Miscellaneous Supplies	3,200.00		3,200.00	
Rent - East Arlington Branch	900.00		0.00	
Total Building, Office Maintenace	12,300.00		11,500.00	
Total Expenses	28,000.00		31,700.00	
Total Appropriation	88,428.55*		100,817.00	
Capital Outlay	750.00		4,165.00	

*Includes 5% Cost of Living voted by Town

LIBRARY MINUTES

The regular meeting of the Trustees of the Library was held at the library on Tuesday, December 18, 1951 at 7:30 P.M. Present were trustees Roscoe O. Elliott, Chairman, Mrs. E. Warren Heaps, Mark W. Bradford and Francis Keefe. The resignation of Junior Assistant Arpine L. Baghdoyan, effective as of December 22, 1951, was received and accepted.

Upon motion duly made and seconded it was voted that the safety deposit vault containing library securities and papers be transferred to an Arlington bank to be selected by the Town Treasurer.

At 8:00 o'clock , bids were opened in connection with the purchase of two tables, mimeograph machines and for cabinet and bookcase work in the main library. Library Bureau Division of Remington Rand Inc. submited the only bid to furnish two round oak tables for the sum of $126.05. Upon motion duly made and seconded, it was voted to accept this bid. St. John and McColl submitted the only bid on the mimeograph machines in the total amount of $666.50. Upon motion duly made and seconded, it was voted to accept this bid. The following bids were received for the cabinet work: The Theodore Schwamb Co. $1065.00; Schultz Woodworking Co., Cambridge, Mass. $1200.00; Frank B. Curry Co., Boston, Mass. $1596.00; Greenbrier Woodworking Specialties Inc. $2700.00. Upon motion duly made and seconded, it was voted to accept the bid of the Theodore Schwamb Co.

Miss Stromdahl gave her usual monthly report stating that the circulation was increasing in all departments. She brought to the Board's attention, bills of the Le Baron electrical company totaling $127.79 for repair work done during 1951. Upon motion duly made and seconded, it was voted to pay these bills from Funds. Miss Stromdahl presented a bill from John V. Kelly in the amount of $150.00 for drainage work in the rear of the library including the installation of a storm drain. Upon motion duly made and seconded, it was voted to pay this bill from Funds.

Trustee Heaps and Miss Stromdahl stated that Delores Verello of Arlington who had been doing part time work for the library had shown sufficient aptitude and ability to justify employing her full time. They recommended that she be placed as a non-professional in Grade 4, step 2, at an annual salary of $1993.00. They also recommended the employment of Miss June Bischoff, a graduate of the University of Wisconsin and at present employed at M.I.T. as a Junior Assistant, Grade 9, minimum step. Upon motion duly made and seconded, it was voted to adjourn.

Respectfully submitted,

Francis Keefe

Secretary

A special meeting of the Board of Trustees of the Robbins Library was held at the Library on Thursday, January 3, 1952.

Present were Trustees Roscoe O. Elliott, Chairman, Mrs. E. Warren Heaps, John B. Fox and Francis Keefe.

The occasion for the meeting was to meet with the sub-committee of the Finance Committee of the Town of Arlington to go over the proposed budget for 1952. Representing the Finance Committee were James R. Robson and Henry E. Halpin.

A thorough and exhaustive analysis of the proposed budget was made, followed by an inspection of the library premises in connection with the requested funds for painting.

Respectfully submitted,

Francis Keefe

Library Minutes

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on Tuesday, January 15, 1952. Present were Roscoe O. Elliott, Chairman, Mrs. E. Warren Heaps, John B. Fox, Llewellyn B. Parsons and Francis Keefe.

Miss Stromdahl reported that she had obtained a bid from William Creech, local painter, to paint the Music Room for the sum of $150.00. Since this compared very favorably with another bid of $250.00, it was upon motion duly made and seconded

VOTED: to have Mr. Creech paint the Music Room for the sum of $150.00.

Miss Stromdahl gave her usual monthly report and stated that the circulation had reached 268,000 for the year 1951, which represented the largest circulation for many years. She had on hand her Annual Report as librarian which was scrutinized and will be printed in the Town reports.

Mrs. Heaps and Miss Stromdahl reported that they had interviewed and investigated Mrs. Rena Finch with a view to employing her in the Library. She had been working on a hourly basis since severing her connections with the Cambridge Putlic Library where she had been doing substitute work. Upon the recommendation of Mrs. Heaps and Miss Stromdahl, it was upon motion duly made and seconded,

VOTED: to employ Mrs. Finch as Junior Assistant, Grade VII, Step 2, at an annual salary of $2375.00

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Trustees of the Library was held at the library on March 12, 1952. Present were Roscoe O. Elliott, Mrs. E. Warren Heaps, F. Stanley Glynn and Francis Keefe.

The first order of business was the election of chairman and secretary for the ensuing year. Roscoe O. Elliott was nominated as chairman of the board and there being no further nominations and a vote having been taken he was unanimously elected.

Francis Keefe was nominated as secretary. There being no further nominations and a vote having been taken he was unanimously elected.

The secretary brought to the Board's attention the request of Mr. Briand, the photographer now occupying part of the library premises in East Arlington. Under lease expiring March 1, 1953, Mr. Briand has offered to relinquish the lease on the latter part of July or early in August. Since this will permit the contemplated alteration to the East Arlington Branch, the Board unanimously favored the suggestion of Mr. Briand and requested the secretary to make the necessary arrangements. A discussion about the proposed construction of the East Arlington Branch was had by the Board. The amount of $35,000.00 suggested by the Finance Committee of the town seemed inadequate to provide the brick front favored by the Board and as Mr. Elliott volunteered to see the Finance Committ relative to increasing the proposed appropriation by the sum of $2,000.00 in order to provide the brick front, and in any case it was decided that proper action should be taken on the town hall floor for the purpose of obtaining the increased amount.

Mrs. Judith Stromdahl, librarian, gave her usual monthly report. She stated that the activity inthe library was increasing monthly, that additional reference volumes had been obtained and that the record collections were being widely used, and her suggestion was voted the sum of $50.00 to be expended to purchase a record turn table.

There was a discussion relative to the black topping of some of the land on the south side of the library so that additional parking space could be provided.

Mr. Elliott brought to the Board's attention a letter from the Massachusetts Library Inc informing him of the possible formation of a trustee organization as part of the association. The idea was favorably considered by the Board, and Mr. Elliott will report further on this matter.

Respectfully submitted,

Francis Keefe

Secretary.

A regular Meeting of the Trustees of the Library was held at the library on April 16, 1952 at 7:30 P.M.

Present were: Chairman Roscoe O. Elliott, Mrs. E. Warren Heaps, Mark W. Bradford, Frederick S. Glynn and Francis Keefe.

There was a lengthy discussion on the question of the new East Arlington Branch Library. The possibility of using one of the schools in East Arlington as a temporary branch library while alterations were being made was discussed and the chairman consulted with the school committee by telephone. The chairman determined that major repairs will be made during the Summer to the Crosby School and, therefore, this building could not be available. It was thought, however, that the Hardy School might be made available, and the School Committee offered to co-operate.

The trustees expressed complete satisfaction with the work done by Theodore Schwamb Company in providing the new shelves and cabinets in the main reading room. The secretary was requested to write to this Company expressing the Board's appreciation.

The Town Clerk had sent to the board, copies of the votes under Articles 9 and 10 of the Annual Town Meeting of 1952, relative to the increase of salaries of town employees, and also a copy of the vote under Article 49, appropriating the sum of $35,000.00 for the enlargement of the East Arlington Branch Library.

Upon motion duly made and seconded, it was voted to accept the provisions of the vote under Article 9, of the Annual Town Meeting of 1952, increasing by the amount of $208.00 the salar~~ies~~y, figures in all of the classifications and grades, except grade XXV, and to put the new salary schedule into effect immediately.

Miss Stromdahl gave her usual monthly report. She stated that the circulation was continuing to increase and gave a resume of the activities of the libtary. She informed the board that a certain amount of difficulty had arisen with some of the non-professional employees of the library, due to the curtailment of their vacation period from four weeks to three weeks, in keeping with the recommendations of the sub-committee of the trustees appointed to investigate the question of vacation time. There was a general discussion on this matter, and the consensus of the opinion of the trustees seemed to be that the recommendations of the sub-committee should not apply to those non-professional workers who had already been on a four week vacation plan.

Upon motion duly made and seconded, it was unanimously voted that the non-professional employees who heretofore had been on a four week vacation plan, continue on that plan with the professional workers, but that as to the new non-professional employees, that the recommendation of the sub-committee be put into effect.

Upon motion duly made and seconded it was voted that the sum of $100.00 be expended from the Art Fund for the purposes of providing picture rods for the hanging of prints and pictures in the library halls and galleries.

Respectfully submitted

Francis Keefe

Secretary

The regular meeting of the Board of Trustees of the Robbins Library was held at the library on May 19, 1952.

Present were trustees:

Roscoe O. Elliott, Mrs. E. Warren Heaps,
Mark W. Bradford, F. Stanley Glynn and
Francis Keefe.

A letter from the Board of Selectmen, inviting the trustees to join with the other departments of the town in obtaining the necessary fuel for the library, was read and it was unanimously

VOTED: That the trustees join with the Board of Selectmen and other departments in consolidating their fuel requirements.

Miss Stromdahl gave her usual monthly report, which was one of progress, particularly with respect to the gain of circulation.

Upon motion duly made and seconded it was

VOTED: That the summer schedule of the library hours be put into effect, with the library closing on Saturdays from June 21st up to and including the last Saturday in August, the library to resume its usual Saturday hours on the first Saturday in September.

There was a general discussion of current library affairs.

Respectfully submitted,

Francis Keefe

LIBRARY MEETING

A regular meeting of the Board of Trustees of the Robbins Library was held at the library on June 16, 1952. Present were trustees:

Roscoe O. Elliott, chairman,
Mrs. E, Warren Heaps,
Mark W. Bradford,
Fred S. Glynn,
Francis Keefe.

The secretary read a letter from trustee Llewellyn B. Parsons relative to resigning his position as trustee, due to his eminent move to New York. It was with real regret that the board learned of Mr. Parsons' decision, since he had been a valued member of the board, and he will be greatly missed.

A letter was received from the Philharmonic Society of Arlington expressing their appreciation to the library for assistance rendered this society during the past year. The letter gave particular credit to the musician librarian, Miss Rita Zakarian, for her help in arranging exhibits, providing records, etc.

A letter was also received from the Brackett School P.T.A., thanking the trustees for the help and co-operation given this organization by the librarian and the staff.

A letter from John V. Kelly, a local contractor, giving an itemized estimate of the work necessary and the costs thereto to remedy the flood condition at the Dallin Branch, was received and read. This letter is attached hereto.

There was a full discussion of the water condition existing at the Dallin Branch, and because of the emergency nature of the situation, it was upon motion duly made and seconded

VOTED: To authorize Mr. Kelly to install dry wells AND to enlarge the drain openings outside the basement door on the Paul Revere Road side.

Present at this meeting was a representative of Stanley Newman Company, a Mr. William Hanne, who discussed at considerable length other aspects of the flood condition at the Dallin Branch. The work that his company would do, would be in addition and supplemental to the work of Mr. Kelly. Mr. Hanne suggested the repair of all defective mortar joints, settling cracks, defective stucco, etc., by caulking and other methods, and promised that he would submit specifications for this work.

A lengthy discussion of the proposed construction of the East Arlington Branch of the library was had. Present was the architect Mr. Stanley Ryerson, who went over the proposed plans and specifications.

The problem of the vacating of the photographer's studio at the location was discussed at length. It was deemed essential that the work be done this summer if possible and as quickly as possible. The presence of the photographer in the building would prevent the prompt doing of the new construction.

The secretary had discussed this situation with the photographer, who has a lease that does not expire until March 1953. The photographer stated that he would be put to considerable expense and loss to move before the termination of his lease, but evidenced some inclination to leave late in July or early in August, if the trustees would accept an assignment or cancellation of his lease to pay the sum of $200.00 to help with his moving expenses.

Upon motion duly made and seconded, it was unanimously

VOTED: To accept this proposal if it would result in the obtaining of the premises in late July or early August, the payment to be made by the cancellation of the July rent and the balance in cash.

Respectfully submitted,

Francis Keefe

LIBRARY MEETING

A regular meeting of the Trustees of the Robbins Library was held at the library on July 15, 1952. All of the Trustees were present.

A letter was received from the Arlington Woman's Club enclosing a check payable to the Trustees in the amount of $15.00 in appreciation for the use of the Junior Library Hall, proceeds of the check to be used as the Trustees saw fit. The librarian evidenced a desire to spend the proceeds of the check for dishes and utensils for use in connection with meetings in the library hall. The Trustees were agreeable to this suggestion and authorized such use if it could legally be done. The Secretary was requested to ascertain from the town treasurer if the check could be used for such purposes and also to thank the club for its gift.

A letter was received from C. L. Perry Corporation, engineers and architects, offering their services in connection with the proposed East Arlington Branch. The Secretary was requested to inform this corporation that arrangements for such services had already been made.

Upon motion made and seconded it was

VOTED: That the check from the Estate of Eda F. Robbins in the amount of $3254.39 representing the balance of the legacy from that estate to the library be deposited in the Arlington Five Cents Savings Bank provided however that if the town treasurer could provide a legal investment more attractive to the Trustees that this sum could otherwise be invested upon the approval of the Trustees.

There was a discussion on the vacating of the East Arlington property by Briand's Studio and the Secretary was requested to confirm with Mr. Briand the information that he would vacate on August 1, upon the payment of the sum of $200.00 for damages resulting from the cancellation of his lease.

There was a discussion upon the impending meeting with the Board of Selectmen to select a Trustee for the purpose of filling the vacancy caused by the resignation of Llewellyn B. Parsons. The Secretary reported that he had received word from Mr. Hugh A. Mallon, a resident of East Arlington and a Town Meeting member, that he was interested in filling the vacancy. Trustees Heaps and Elliott reported that they had received a letter from Mrs. Florence I. Bretscher stating that she was interested in filling the vacancy.

The resignation of Junior Associate Elizabeth Epstein was received and accepted with regret to be effective August 1, 1952.

Stanley Ryerson, the archetect for the East Arlington Branch of the Library also was present and again went over the proposed plans with the Trustees. He was authorized to proceed with the advertising for bids immediately. The first advertisement to appear on July 24, the bids to be open August 12, 1952, which was designated as the date of the next meeting of the Trustees.

Upon motion duly made and seconded it was

VOTED: That from and after the present meeting that the regular monthly meeting of the Trustees be held on the second Tuesday of each month.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees was held at the library on September 9, 1952. All the Trustees being present.

A letter from Normand Paradis, one of the custodians, expressing his appreciation and thanks for his recent increase in salary, was received and read.

A letter from John R. Clark & Associates, Inc., one of the unsuccessful bidders on the East Arlington Branch Library, was received and read. It stated that this Company had not received back from the Trustees its certified check in the amount of $500.00 deposited with its bid. The chairman had mailed back the check to this company on August 13, 1952 but apparently it had gone astray. The letter stated that it would hold the Town responsible for any loss occasioned by this mishap. The secretary was authorized to turn this matter over to the Town Counsel.

Mr. Stanley Ryerson, the architect in charge of the construction of the East Arlington Branch Library was present and presented to the Board a list of extras that might be desirable in connection with that construction, as follows:

1. A slop-sink to be installed in the basement at the cost of $16.92.

   The trustees did not favor this expenditure, feeling that another sink at a much smaller price would be adequate. The architect was requested to obtain additional information and submit this matter to the chairman.

2. Additional toilet facilities for the staff at East Arlington.

   This was approved by the trustees, subject to the receipt of more information and figures from the architect. The cost of these facilities was not available.

3. The raising and replacement of certain pipes in the cellar at a total cost of $50.00.

   This was approved by the trustees.

4. The installation of a fuse box in the cellar for the electrical system.

   This was also approved.

Mr. Ryerson also presented the first bill of Santini & Sons, Inc., for the work done to date, and the total amount of $8685.00 less 10% retained, makes a net total of $7816.50. The trustees approved this bill as rendered.

Mr. John Bradley of the Curtis Lightning Company was present and gave an interesting and informative talk on the lightning requirements of the library. He suggested the installation of fluorescent lights in the hall leading to the childrens library, used as an exhibition gallery for prints, the young peoples entry area, the music room, Miss Stromdahl's room and the area outside her room, and the area around the new book cases.

Mr. Bradley stated that he had an estimate in the amount of $2332.00 for this work. He also suggested a plan for the installation of new lights above the receiving desk at the entrance to the library, consisting of a bank of fluorescent lights 8ft by 8 ft to be hung approximately 10 ft. above the floor. He had further suggestions to make about this area also. The trustees suggested that he break down the bid of $2332.00 to its component parts, and to get further information on the receiving deak area.

There being no further business to discuss, the meeting adjourned.

Respectfully submitted,
Francis Keefe
Secretary.

A regular meeting of the Trustees of Robbins Library was held at the library on August 12, 1952. Present were Chairman Roscoe O. Elliott, Mrs. E.Warren Heaps,Stanley F.Glynn, Mark W. Bradford and Francis Keefe.

Upon motion duly made and seconded it was unanimously

VOTED: To hold all future regular meetings of the Board on the second Tuesday of each month.

Upon motion duly made and seconded it was unanimously

VOTED: To pay John V. Kelly from funds the sum of $355.00 for work done by him at the Dallin Branch of the library, consisting of the digging of dry wells, enlarging the drain at the side entrance to the library, etc. for the purpose of relieving the water condition.

A letter from Normand J. Paradis, one of the custodians, requesting an increase in salary, was read. Mr. Paradis pointed out his acute financial situation, complicated and enlarged by unusual sickness bills,due to the birth of a child and the subsequent illness of the child. His case was discussed at length and he having demonstrated that he is an honest and efficient employee, upon motion duly made and seconded it was

VOTED: To change his status from Grade 9-Step 2 to Grade 9-Maximum and to pay any part of the increase in his salary not available from the usual budget, from funds.

Miss Stromdahl, the librarian, was authorized to get figures from the Arlington Storage Warehouse as to the cost of removing and storing the books and furniture from the East Arlington Branch which will be closed during the reconstruction of that Branch.

At eight o'clock the bids for the reconstruction of the East Arlington Branch Library were opened and read. Several of the bidders were present. The following bids were received:

John R.Clark & Associates, Inc.	$33,393.00
Kirkland Construction Co.	$34,475.00
Bagley-Mucci, Inc.	$34,433.00
Park General Construction Corp.	$31,950.00
Chandler Construction Co., Inc.	$31,775.00
Wm. Riseman Associates, Inc.	$32,162.00
Peter F.Rossi Co.	$29,495.00
James Wood	$29,468.00
Santini & Sons Incorporated	$27,985.00

Bids were also received from numerous sub-contractors. The breakdown of the bids of the general constractors and the sub-contractors is attached hereto and made a part hereof.

There was a general and prolonged discussion among the Trustees and after full consideration, upon motion duly made and seconded, it was unanimously

VOTED: To award the contract to Santini & Sons, Incorporated and the Secretary was authorized to notify Mr. Santini to that effect.

Present at this meeting was the architect, Mr. Stanley Ryerson.

There being no further business to come before the meeting, upon motion duly made and seconded it was unanimously

VOTED: To adjourn.

Respectfully submitted,

Keefe

Secretary

AUG. 12, 1952.

SUMMARY OF BIDS.

ROBBINS LIBRARY - EAST ARLINGTON. BRANCH.

GENERAL CONTRACTORS.

NAME	JOHN R. CLARK & ASSOCIATES INC. 73 MAIN ST. CAMB.	BAGLEY-MUCCI CO 6 DEXTER ST. MEDFORD	PETER F. ROSSI CO. 183 BROADWAY ARLINGTON.	FRANKINI CONST. CO 26 MYSTIC AVE MEDFORD	JAMES WOOD 26 CAMBRIA ST BOSTON.	EUGENE C. EISENBERG 30 HUNTINGTON AV BOSTON.
BID.	33,393 1-25,154 2-8239	\# 34,433 \$ 26,943	29,495 22,167 7328		\# 29,468.00 22,054	
ME	Stella	Stella	Trask		Stelle	2334
D	2263	2,057	1890 ~~+247.00~~		2054.00 2334.00	2054
NAME	Stella	Stella	Ahern		Stelle	299
BID	517	470	475		\$ 470.00	
NAME	Universal	Universal	Universal		Allen.	
BID	2667.	2425	2425		2349.00	
NAME	Creech	Creech	Creech		Creech	
BID	1199.	1090	1090		\# 1,090	
NAME	Eagle	Eagle	Eagle		Eagle	
BID.	1593	1448	1448		\# 1448	

AME	CHANDLER CONST. CO 230 CLARENDON ST. BOSTON.	KIRKLAND CONST. CO 209 BENT ST. CAMBRIDGE	SANTINI & SONS INC. 21 LINWOOD ST. ARLINGTON.	WM. RISEMAN & ASSOC. INC. 162 NEWBURY BOST.	PARK GENERAL CONST. CO. 100 BOYLSTON BOSTON.	VINCENT BRENNAN LYNN: MASS.
BID.	\# 31,775.00 \$ 24,177.00	34475.00 26877 7598	27,985.00 I - 20,571.00	\# 32,162.00 I - 24,748.00	31950.00 24,627	
NAME	J. W. Ahern	Ahern	Stella	Stella	Trask.	
BID	2160	2160	2057	2.057	1890.	
NAME	Ahern	Ahern.	Stella	Stella	Stella	
BID	475.00	475	470.	470	470	
NAME	Universal	Universal	Allen	Allen	Universal	
BID	2425.00	2425	2349.00	2349.	2425	
NAME	Creech	Creech	Creech	Creech	Creech	
BID.	1,090	1090	1,090	1090	1090	
NAME	Eagle	Eagle	Eagle	Eagle	Eagle	
BID.	1448.00	1448.00	1447.00	1448.	1448.	

SUB-CONTRACTORS FILED BIDS.

HEATING	PLUMBING	ELECTRICAL	PAINTING	ROOFING
UIS STELLA INC. MILL ST. ARLINGTON 2057.00 (277.00 oil)	LOUIS STELLA INC. 16A MILL ST. ARLINGTON. 470.00	UNIVERSAL ELEC. CO. 23 WILLIAM ST. MEDFORD. \# 2425.00	CREECH PAINTING CO. ARLINGTON. 1090.00	SWEND E. LUND. 22 FARMCREST AVE. LEX. 2483.00
N H. BARRET. INC. CAMBRIA ST. BOSTON. 27.00 Δ (+ 286.00 oil)	J. W. AHERN. 213 BROADWAY - ARL. 475.00	ALLEN ELECTRIC SERVICE 1786 MASS. AVE. LEX. 2349.00	JOHN M. KENNEDY & CO. INC 127 W. BROOKLINE ST. BOSTON \# 1572.00	GILBERT & BECKER CO 22-24 CLAPP ST. DORCHES. 1895.00
AHERN. DADWAY - ARL. 0.00 Δ (+ 2410.00 oil)	R. C. WAMBOLT. 11 WADSWORTH AVE. WALTH. 637.00	WARREN H. BENNETT INC. 38 MAIN ST. MEDFORD. 3785.00		EAGLE CORNICE & SKY. WKS 137 SIDNEY ST. CAMB. 1448.00
SK HEATING CO. ARK ST, MEDFORD 0 + Δ (267.00 oil)				
STONE & CO. LLMORE RD BELMT. 5.00 Δ (301.00 oil)				
WAMBOLT. DSWORTH AVE WALTHAM. 5. Δ (2759. oil)				

IG. 12, 1952. SUMMARY OF BIDS. ROBBINS LIBRARY - EAST ARLINGTON BRANCH.

GENERAL · CONTRACTORS.

AME	JOHN R. CLARK & ASSOCIATES INC. 73 MAIN ST. CAMB.	BAGLEY-MUCCI CO 6 DEXTER ST. MEDFORD	PETER F. ROSSI CO. 183 BROADWAY ARLINGTON.	FRANKINI CONST. CO 26 MYSTIC AVE MEDFORD	JAMES WOOD 26 CAMBRIA ST BOSTON.	EUGENE L. EISENBERG 30 HUNTINGTON AV BOSTON.
D.	33,393 25,154 8239	34,443 26943 7490	29,495 22167 7328		29,468 22054 7414	
E	Stella	Stella	Trask		Stella	
ID.	2263	2057	1890		2057 (2334)	
NAME	Stella	Stella	Ahern		Stella	
BID	517	470	475		470	
NAME	Univ	Univ	Univ		Allen	
ID	2667	2425	2425		2349	
NAME	Creech	Creech	Creech		Creech	
ID	1199	1090	1090		1090	
NAME	Eagle	Eagle	Eagle		Eagle	
ID.	1593	1448	1448		1448	
AME	CHANDLER CONST. CO 230 CLARENDON ST. BOSTON.	KIRKLAND CONST. CO 209 BENT ST. CAMBRIDGE	SANTINI & SONS INC. 21 LINWOOD ST. ARLINGTON.	WM. RISEMAN & ASSOC. INC. 162 NEWBURY, BOST.	PARK GENERAL CONST CO. 100 BOYLSTON BOSTON.	VINCENT BRENNAN LYNN, MASS.
ID.	31,775 24,177 7598	34,475 26877 7598	27,985 20571 7414	32,162 24748 7414	31,930 24607 7323	
NAME	Ahern	Ahern	Stella	Stella	Trask	
BID	2160	2160	2057	2057	1890	
NAME	Ahern	Ahern	Stella	Stella	Stella	
BID	475	475	470	470	470	
NAME	Universal	Univ	Allen	Allen	Univ	
BID	2425	2425	2349	2349	2425	
NAME	Creech	Creech	Creech	Creech	Creech	
BID	1090	1090	1090	1090	1090	
NAME	Eagle	Eagle	Eagle	Eagle	Eagle	
BID.	1448	1448	1448	1448	1448	

SUB-CONTRACTORS FILED BIDS.

HEATING	PLUMBING	ELECTRICAL	PAINTING	ROOFING
UIS STELLA INC. MILL ST. ARLINGTON 057 - 2334	LOUIS STELLA INC. 16A MILL ST. ARLINGTON 470	UNIVERSAL ELEC. CO. 23 WILLIAM ST. MEDFORD 2425	CREECH PAINTING CO. ARLINGTON. 1090	SWEND E. LUND. 22 FARMCREST AVE. LEX. 2483
NH. BARRET, INC. AMBRIA ST. BOSTON. 7 - 3083	J. W. AHERN. 213 BROADWAY - ARL. 475	ALLEN ELECTRIC SERVICE 1786 MASS. AVE. LEX. 2349	JOHN M. KENNEDY & CO. INC 127 W. BROOKLINE ST. BOSTON 1572	GILBERT & BECKER CO 22-24 CLAPP ST. DORCHES. 1895
AHERN. ROADWAY - ARL. 2160 - 2410	R. C. WAMBOLT. 11 WADSWORTH AVE. WALTH. 637	WARREN H. BENNETT. INC. 38 MAIN ST. MEDFORD. 3785		EAGLE CORNICE & SKY. WKS 197 SIDNEY ST. CAMB. 1448
SK HEATING CO. ARK ST, MEDFORD 890 - 2157				
STONE & CO. ILMORE RD BELMT. 395 - 2696 oil				
WAMBOLT. ADSWORTH AVE WALTHAM. 2435 - gas 2789 - oil				

A regular meeting of the Trustees of Robbins Library was held at the library on Tuesday,October 7, 1952, all of theTrustees being present. Bids for the furnishing of the new branch library at East Arlington were opened and read. Bids were received from the following:

1.	Remington Rand, Inc.	$11,523.50.
2.	Macey-Morris Company	6,323.25
3.	A. B.Stanley Company	9,174.00
4.	Frank B.Curry Co.	8,115.00
5.	Schultz Woodworking Co.	5,714.00

Miss Rachel Hooper, representing the A.B.Stanley Company, was the only bidder present. Stanley Ryerson, Architect for the East Arlington Branch Library was also present.

After an examination of the bids, the details of which are attached hereto, the Trustees decided to postpone the awarding of the bid until some investigation was made as to the Schultz Woodworking Co. and its work.

Then followed a general discussion of the library activities, including various painting and repair jobs necessary.

Respectfully submitted,

Francis Keefe
Secretary

A special meeting of the Trustees of Robbins Library was held at the library on Monday, October 20, 1952, at 7:15 P. M. All of the Trustees were present.

The purpose of this meeting was to sign the contract for the providing of the furniture for the East Arlington Branch Library, the successful bidder being Schultz Woodworking Co. The contract was signed in triplicate and was left with the librarian to give to Mr. Stanley Ryerson, to obtain the signature of the Schultz Woodworking Co.

Miss Stromdahl, the librarian, was authorized to purchase a new record player for the music library. The report of Miss Rita Zakarian, the music librarian, indicated that the present player is inadequate to handle the volume of people desiring to use it.

Respectfully submitted,

Marion Keefe
Secretary

The regular meeting of the Board of Trustees of the Robbins Library was held at the Library on November 12, 1952, all of the Trustees being present. A proposal from the Stanley Newman Company to waterproof the basement of the Dallin Branch in the sum of Three Hundred Sixty ($360.00) Dollars was received.

Upon motion duly made and seconded it was

VOTED: To have this work done.

The bids for the painting of the Junior Library Hall and other parts of the Library were opened and read. They were as follows:-

Herbert F. Perry Co., 123 Harvard Street, Brookline, Mass.--$471.00.
T. Mickle & Sons, 76 Washington Elms, Cambridge, Mass.--$600.00 for one coat; $960.00 for two coats.
F. A. Blomquist Co., West Medford, Mass.--$457.00.
S. Rosenthal & Son, 353 Massachusetts Avenue, Cambridge, Mass.--$480.00.
Aero Painting Co., Inc., 81 Westminster Avenue, Roxbury, Mass.--$310.00 for one coat; $480.00 for two coats.
Lester M. Black, 20 Chester Street, Watertown, Mass.--$623.00.
R. Van Putten & Sons, 735 Hyde Park Avenue, Roslindale, Mass.--$440.00.

A representative of R. Van Putten & Sons was present.

Upon motion duly made and seconded it was unanimously

VOTED: To award the work to R. Van Putten & Sons upon the basis of their bid.

There followed then a general discussion of the budget for 1953.

Respectfully submitted
Francis Keefe
Secy

A meeting of the Board of Trustees of Robbins Library was held at the Library on December 3, 1952, all of the Trustees being present. A letter was received from Mrs. Evelyn Colcord, newly-appointed librarian at the East Branch expressing her appreciation for her appointment and stating her intentions to carry out her assignment to the best of her ability.

A letter from the Massachusetts Library Trustees Association was received and read setting forth the procedure for the enrollments of the Trustees in the organization.

The bill from Stanley Newman Company for the waterproofing of the Dallin Branch was received in the amount of Two Hundred Ninety-Five Dollars ($295.00) representing a savings of Sixty-Five Dollars ($65.00) on their original estimate. Two estimated bills were also received for painting the hall and paint work to be done on Dallin Branch in the amount of Two Hundred and Twelve Dollars ($212.00) from Stanley Newman Company for painting one coat and Two Hundred Forty-One Dollars ($241.00) from the Van Putten Company for two coats.

It was voted to have the Van Putten Company do the painting upon the basis of their estimate, they being in a position to do the work immediately as they are already engaged in doing other painting work for the Library. It was further voted to expend the sum of Fifty ($50.00) Dollars to have the Van Putten Company do certain repainting and touch up work in the large reference room in the main Library. A discussion of the expenses of the Library to date relative that there would be a shortage in the salary account and upon motion duly made and seconded it was

unanimously

VOTED: To expend from funds up to an amount not exceeding Six Hundred ($600.00) Dollars any deficit in the salary account.

Also brought to the attention of the Trustees that the heat boiler was in need of certain emergency repairs that might cost a considerable sum of money. Some defect had developed which prevented the ordinary return of water from the heating system pipes which resulted in a flooding condition in the basement with a possibility of more serious trouble and damage to the boiler and to other Library property if not repaired. The Chairman volunteered to have an investigation of this matter and to report to the Trustees at the next meeting. The librarian brought to the attention of the Trustees the fact that the roof at the rear of the Library was in need of immediate repairs, that it was leaking and that if this work was not done the cataloging room could be seriously damaged. She submitted an estimate from Santini & Sons, Inc. to repair the roof at a price of Four Hundred Twenty-five ($425.00) Dollars and upon motion duly made and seconded it was unanimously

VOTED: To have this work done by Santini & Sons, Inc. upon the basis of their bid.

Respectfully submitted
Francis Keefe
Secty

A meeting of the Board of Trustees was held at the Library on December 9, 1952. Present were Trustees Roscoe O. Elliott, Chariman, Mrs. E. Warren Heaps, Mark W. Bradford, Stanley F. Glynn and Francis Keefe. There were also present at the meeting a sub-committee from the Finance Committee from the town consisting of Messrs. Barnard, Daniels and Johnston. The proposed Library budget for the year 1953 was taken into consideration by the sub-committee who with the Trustees went over to the building and investigated the items proposed in the budget pertaining to the building.

The meeting continued after the Finance Committee had left and the chairman expressed to the librarian the gratitude to the Board of the Employees for the services rendered on the occasion of the open house held in connection with the sixtieth anniversary of the Library. The Secretary was authorized to write to Professor B. A. Petry thanking him for services rendered in the drawing of the Library which appeared on the program of the open house. The Secretary was also authorized to write to the Morison Press thanking them for the program which they had prepared.

Upon motion made and seconded it was

VOTED: To open the Library in the future at 9:00 A.M. instead of 10:00 A.M. as formerly.

Upon motion duly made and seconded it was

VOTED: To close at noon on December 24 of this year and at 6:00 P.M. on New Year's Eve.

Upon motion duly made and seconded it was

VOTED: That the fine for the Junior Library borrowers be lowered from two cents per book per day to one cent.

Upon motion duly made and seconded it was

VOTED: That upon the opening of the new East Branch of the Library that it be kept open every afternoon and in addition Tuesday, Thursday and Saturday mornings and Monday, Wednesday and Friday evenings. The date of December 29, 1952 was tentatively set for the opening of the East Branch with an alternative date of January 1, 1953, open house to be held in the new Branch on the opening day.

Miss Stromdahl, the librarian, explained that a Miss Margery Taylor of England, a Fellow of the England Library Association comparable to a library school graduate desired to spend a year in an american library. Miss Stromdahl stated that Miss Taylor had eleven years of library experience and wanted to know if the Trustees would consider filling one of the vacancies on the Library staff with Miss Taylor on a temporary basis.

Upon motion duly made and seconded it was

VOTED: To authorize Miss Stromdahl to make the necessary arrangements to have Miss Taylor serve as temporary librarian for a period of one year.

Upon motion duly made and seconded it was

VOTED: To have the hall and kitchen of the Dallin Branch painted by R. Van Putten & Sons for the amount of Two Hundred Seventy-Five ($275.00) Dollars.

Upon motion duly made and seconded it was

VOTED: To return to the town the sum of Two Thousand Four Hundred Eighty-Five ($2,485.00) Dollars in the capital outlay account of the Library which had been voted for painting some time ago, all of the current painting requirements of the Library having been completed or provided for.

Respectfully submitted,
Keefe Secy

A regular meeting of the Board of Trustees was held at the Library on January 6, 1953. Present were Chairman Roscoe O. Elliott, Mrs. E. Warren Heaps, Frederick S. Glynn, Mark W. Bradford and Francis Keefe. A letter from the Peerless Casualty Company relative to the termination of the bond on the East Arlington construction was brought to the attention of the Trustees. The Secretary was requested to forward it to the architect, Stanley M. Ryerson, for his attention. A letter from Mr. Ryerson, the architect, addressed to Schultz Woodworking Company was read. It called to the company's attention several unsatisfactory items relative to the equipment contract which will have to be completed before the job will be satisfactory. A letter from Mrs. Sidney Kahan, President of the Arlington Chapter of Hadassah, was received and read inviting the President and the Trustees to attend the meeting of this organization to be held on Wednesday, February 11 at the Robbins Library Hall at which time a Hadassah Book Shelf will be presented to the Library.

A long letter relative to the heating and boiler situation at the main Library was received from Mr. Snow, who is President of Buerkel and Company, Inc. Mr. Snow is a resident of Arlington and as a public service has made a survey of the boiler situation at the main Library. He had definite recommendations to make, the cost of which would be considerably less than any of the estimates the Trustees had received. Miss Stromdahl gave her usual

monthly report and she took with Mrs. Heaps' recommendation the employment of Miss Marion Cameron as an employee of the Library to be hired in Grade VI, Step I at $44.69 a week.

Upon motion duly made and seconded, it was

VOTED: To employ Miss Cameron in keeping with the recommendation.

A discussion of the proposed by-law relative to vacation leaves followed setting forth a request made to the Personnel Board by the Library Trustees requesting that a new Section VI be added to the proposed by-law stating that it would exempt the schools and libraries, the basis for this request being the reason outlined at the Trustees' meeting with the Personnel Board a year ago and the difficulties in obtaining help if the present system were to be continued.

Upon motion duly made and seconded, it was

VOTED: To pay the janitors $1.50 a trip to the Branch Library because they use their own car for the interchanging of books.

There being no further business to come before the meeting, it was upon motion duly made and seconded

VOTED: To Adjourn.

Adjourned accordingly.

A regular meeting of the Trustees of Robbins Library was held at the library on February 17, 1953. Present were Roscoe O. Elliott, Chairman, Mrs. E. Warren Heaps, Frederick S.Glynn, Mark W.Bradford and Francis Keefe.

The Chairman reported that the Finance Committee had accepted, with only minor exceptions, all of the recommendations of the Trustees for the 1953 budget.

Upon motion duly made and seconded it was

VOTED: That Florey Corelli, 53 Park Street, Arlington, be employed as a junior custodian in Grade IX, Minimum Step at a salary of $2651.50 annually, this appointment to be made pending a civil service examination.

A letter was received from Trustee John B. Fox, expressing his regret that he would be unable to be present at the next few meetings, due to the fact that he would be away in the Near East making a survey of educational and business institutions there, in connection with his work.

A letter was received from T.F. McGann & Sons Company, submitting a detail of the proposed castbronze tablet commemorating the fact that this town had the first free children's library in the United States, founded in 1835, through the generosity of Dr. Ebenezer Learned, the price for the work of preparing and installing this placque to be $125.00. Upon motion duly made and seconded it was voted to accept the bid.

Miss Stromdahl reported on her interview with Dr.Rosenberg, concerning a Curator for the print collection. Dr.Rosenberg will be glad to render any assistance he can.

The Chairman appointed as a lighting committee Trustees Mrs. E. Warren Heaps and Mr.Frederick S.Glynn.

The Board approved the use of the East Branch for public meetings, arrangements to be made through the librarian.

The Board also voted to accept the offer of the Seventh Day Adventists for a representative set of twenty-four volumes pertaining to this religious body.

The Board also agreed that the proposed vacation By-Law was not satisfactory to the library and that a substitute motion should be offered.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of the Robbins Library was held on Monday evening, March 9, 1953, at 7:30 o'clock in the Junior Library. Present were:

Roscoe O. Elliott
Mark W. Bradford
Mrs. E. Warren Heaps
Frederick S. Glynn
Hugh Mallon
Robert Brosnan

Mr. Elliott called the meeting to order. The first order of business was the election of officers for the ensuing year, and Mrs. Heaps was nominated as Secretary of the Board. There being no further nominations and a vote being taken, she was unanimously elected. Mr. Brosnan nominated Mr. Glynn as Chairman and Mrs. Heaps nominated Mr. Elliott. Upon the suggestion of Mr. Glynn, the voting was by secret ballot. After the ballots had been counted by Miss Stromdahl, it was found that Mr. Elliott had been elected Chairman of the Board by a vote of 4 to 2. Mr. Brosnan then moved that this vote be made unanimous.

A letter from Mr. Daniel McFadden in regard to the Golden Age Group was read, requesting the use of the Small Hall for Monday, Wednesday and Friday afternoons. This matter was left to the discretion of Miss Stromdahl, with the instruction that priority be given to the Golden Age Group.

A letter was read from Mrs. Joan Abbott Sullivan, tendering her resignation, to become effective March 14, 1953. This was accepted with regret.

Miss Mary Anne Graeve, of 19 Irving Street, Cambridge, who is completing a doctorate in art at Radcliffe College, was interviewed in regard to assuming the task of cataloging the remainder of the Robbins Print Collection on a part-time basis. Miss Graeve agreed to assume this responsibility until the close of the present academic year. Mr. Bradford moved that the Board offer Miss Graeve the position of Acting Curator of the Robbins Print Collection at $1.50 per hour for 10 hours a week, or more time if possible, on a temporary basis, with the understanding that she will do the work until

June, 1953, or the end of the academic year; and further, that she be assisted by Miss Clarice Pennock, when available, and that both Miss Graeve and Miss Pennock be subject to the supervision of the Librarian. This motion was seconded and unanimously passed by the Board. Miss Graeve informed the Board that Miss Pennock, originally recommended by Dr. Jakob Rosenberg of the Fogg Museum of Art, Harvard University, for the position, will assume the work of Curator in the Fall of 1953, meanwhile keeping in touch with the work through Miss Graeve and possibly assisting her at intervals. Miss Pennock is at present completing her doctorate in art at Radcliffe College. Miss Graeve plans to visit the Fogg Museum of Art and the Boston Museum of Fine Arts to ascertain whether or not the present system of cataloging is the best one available for the Robbins Print Collection.

In connection with the Robbins Print Collection, Miss Stromdahl was instructed to prepare six copies of the report entitled "The Robbins Art Collection", by Evan Turner, and to forward these copies to the trustees for further study. Moreover, she was instructed to examine all wills pertaining to the Robbins Print Collection, and to check the wording of the various bequests, forwarding these findings to the Board of Trustees for further study.

Purchase of a typewriter with platen roll for proper typing of catalog cards, for use by the Curator of the Robbins Print Collection, was authorized by the Board.

Mrs. Heaps reported that one candidate had been interviewed for a position as Junior Assistant; namely, Mrs. Ruth Mulcahy of 111 George Street, Arlington. Mrs. Mulcahy, a graduate of Jackson College, has had teaching experience and at present is employed as a clerical assistant in the office of the Graduate Division, Northeastern University. Mrs. Heaps recommended that Mrs. Mulcahy be hired as a Junior Assistant, Grade VII, Minimum, $2364.50 annual salary, plus the cost of living bonus. Mrs. Heaps further

recommended that Mrs. Mulcahy be hired with the understanding that if she proves worthy of it, after the usual six months' trial period, that she will be considered for the Senior Assistant vacancy, Grade IX. Upon motion duly made and seconded, it was voted to hire Mrs. Mulcahy.

Mr. Glynn moved that advertisements be inserted in the "Arlington News" and the "Arlington Advocate" for the position of Head of Circulation, to be vacated by Mrs. Joan Butler, at or near June 1, 1953. This motion was seconded and carried.

A financial statement regarding the East Branch construction was presented and upon motion duly made and seconded, it was voted to pay $2226.08 out of funds. This is the amount over and above the Town Appropriation of $35,000 for East Branch.

It was agreed that the work of cleaning out the dry-well and remedying the sidewalk condition on Paul Revere Road be postponed until Mr. John Kelly is able to do so. A bid was received from P. J. Dinn & Co. in regard to the fence needed at Dallin Branch. Upon motion duly made and seconded, it was voted to order the fence from P. J. Dinn & Co. at a cost of $188.00.

Miss Stromdahl reported that the Arlington Heights Study Club is presenting the Dallin Branch with an electrically lighted Televiewer and a set of 100 stereographs entitled "Tour of the World", adding that the Club wished to make formal presentation of this gift at an Open House at the Dallin Branch. The Secretary was instructed to contact Mrs. Elwyn Mariner as to a suitable date and program.

Miss Stromdahl requested the Board to establish a Record Breakage Policy in regard to our Record Collection. After some discussion, upon the motion of Mr. Glynn, duly seconded, it was unanimously voted that all library privileges be taken away from borrowers who refuse to pay, within thirty days, for records broken by them, with the understanding that all library privileges will be restored as soon as the records are paid for.

In regard to Books Lost and Paid For, it was agreed to refund the money to borrowers who find the book in question within one year of payment, and if the book is still in good condition.

The Board voted to adopt the following policy in regard to the use of the Junior Library Hall on Sundays and holidays: Organizations may use the Junior Library Hall on Sundays if they pay the janitor's fee. If no janitor is available, the hall cannot be used.

Action on the lighting for the art corridor was delayed, pending the receipt of specifications from Mr. John Malcolm. The Board authorized Mr. Elliott to advertise these specifications for bids.

Mr. Elliott reported that the Finance Committee has voted no action on the Vacation Schedule for Town Employees.

The meeting was adjourned at 10:05 P.M.

Respectfully submitted,

Margaret Q. Heaps

Margaret Q. Heaps

Secretary

A regular meeting of the Board of Trustees of the Robbins Library was held on Wednesday evening, April 15, 1953, at 7:30 o'clock in the Junior Library. Present were:

Roscoe O. Elliott	Frederick S. Glynn
Mark W. Bradford	Hugh Mallon
Mrs. E. Warren Heaps	Robert Brosnan

Miss Stromdahl reported that Miss Mary Ann Graeve, who was appointed by the Board of Trustees to assume the cataloging of the Robbins Print Collection on a part-time basis from April until the close of the academic year, 1953, unexpectedly decided to be married, and as she had to leave Boston, resigned her position. Miss Graeve recommended Mrs. Marilyn Lavin of 5 Prentiss Street, Cambridge, as her successor. Mrs. Lavin is available for full time work for the next two or three months. Upon examination of Mrs. Lavin's recommendations and qualifications, which were found to be excellent, the Board interviewed her. Mrs. Lavin reported that her examination of the Print Collection showed that the catalog as it exists is only 50% useful. She presented an outline entitled "Ideas for Introductory Shows of the Robbins Print Collection", a copy of which was given to each member of the Board. Mrs. Lavin recommends frequent displays of the prints in the collection. She is a graduate student at Radcliffe College, engaged in working for her doctorate in art. Upon motion duly made and seconded, it was unanimously voted to hire Mrs. Lavin as Acting Curator of the Robbins Print Collection, full time, until September, 1953, or such time as Miss Clarice Pennock is ready to assume the duties. Mrs. Lavin is to start immediately at the hourly rate of $1.50, to be paid weekly. A copy of excerpts from the wills of Winfield and Ida F. Robbins was given to each member of the Board by Miss Stromdahl, as well as a copy of the report entitled "The Robbins Art Collection", by Evan Turner.

Mr. Elliott announced that the Town Counsel, Mr. Russell Hamlet, has ruled that nothing can be contracted for by any town department until the town manager is installed. The Secretary was instructed to write a letter to the Board of

Seledtmen requesting that they take up this matter with the Town Counsel and the Town Accountant, due to the urgency of installing air conditioning in the East Branch Library before the heat of the summer, especially as the appropriation has been voted by the Town Meeting.

The Board voted to authorize Robert O'Reilly, Insurance Broker of Record for the Town of Arlington to renew St.Paul Policy FA30-0524. The Secretary was instructed to send a copy of this letter to Frank Nicksay, Executive Secretary of the Board of Selectmen. The Board further voted to cancel St.Paul Policy 20-5362, and to so notify Mr. O'Reilly.

In regard to the plumbing at East Branch, the Board voted to have Mr. Charles Button instal a separate shut-off in our building. As the present pipeline services not only our building but that of the stores in the business block, Mr. Button has stated that a new separate pipeline out to Cleveland Street is necessary for the library building. The cost of new pipe and labor will be in the vicinity of $400.00. Mr. Elliott reported that the Department of Public Works will do the outside job on Cleveland Street and instructed Miss Stromdahl to get in touch with Mr. O'Leary of that department. Mr. Button called to the attention of the Librarian that there are no cleanouts in the new plumbing installation at East Branch. The Board voted to leave to Mr. Button's descretion the question of installing cleanouts in the new plumbing installation.

The Schultz Woodworking Company presented a bill representing the balance due on their contract to the amount of $571.40 plus an additional $66.90 for changes made in the charging desk. The Board voted to hold up payment of this bill until the work is completed. It was further voted to return $300.00 to the Schultz Woodworking Company. This amount represents the deposit left with the Town of Arlington by the company, as low bidder in connection with the East Branch Library furniture and woodworking contract. The Secretary was instructed to authorize the Town Accountant to return this amount the Schultz Woodworking Company.

Miss Stromdahl announced that there will be Open House at Dallin Branch on Thursday evening, April 24, 1953, at which time the Arlington Heights Study Club will present to the Library a televiewer and a set of 100 stereographs. Miss Stromdahl was instructed to contact Mrs. Elwyn Mariner and to plan with her the program of the evening. This Open House is in commemoration of the 15th anniversary of the Dallin Branch Library.

The bronze tablet commemorating the Junior Library as the first children's library in the United States is ready for installation. Miss Stromdahl was instructed to consult with Miss Phelan, Children's Librarian, as to a suitable date and ceremony, possibly during the May Book Festival, when the children of Arlington may be included in the dedication.

Mr. Bradford recommended that the fact that Miss Stromdahl is First Vice-President of the Massachusetts Library Association be printed in the Arlington newspapers. This motion received unanimous assent.

The Secretary read a letter from Miss Elizabeth Phelan announcing that she plans to attend the American Library Association Convention in Los Angeles, California, June 22-27, 1953. As traveling time would be covered by her four weeks' annual vacation, Miss Phelan requested a fifth week in order to take advantage of this professional convention. The Board voted unanimously to pay Miss Phelan for this fifth week of vacation.

Miss Stromdahl brought out the fact that Miss Harriet Taylor, Cataloger, had spent two weeks of her vacation in the Newark Public Library in Senior Practice Work, in connection with her graduate work at Simmons College, and that she plans to use up the rest of her vacation this summer in completion of her studies at Simmons. The Board voted that Miss Taylor's two weeks of field work at Newark should not be deducted from her annual vacation, in view of the fact that the Robbins Library had the services of Mrs. Althea Anderson of the Senior Class of the Simmons College School of Library Science

during the period of Miss Taylor's absence.

A letter of resignation was received from Mrs. Joan H. Butler, Head of Circulation, to become effective June 1, 1953, and was accepted with regret by the Board. Miss Stromdahl was instructed to insert an advertisement for a Head of Circulation in the Arlington newspapers, setting forth the professional qualifications for the position as established by the American Library Association.

A letter was read from the Arlington Garden Club announcing the gift of 128 cups, 127 plates, 70 saucers and 50 teaspoons to the Robbins Library for use by all civic organizations. The Secretary was instructed to send a note of thanks to the Arlington Garden Club for this gift.

Trustee Frederick S. Glynn informed the Board that he is leaving Arlington on April 22, 1953, for an extended stay in Iceland, in connection with his business.

Miss Stromdahl announced that Mr. Leonard Wood has agreed to serve as commentator at the next Recorded Concert in the Library Hall, on April 21, 1953. She also announced that the Arlington Girl Scouts will act as messengers to shut-ins as soon as the Girl Scout Office has worked out with the Library a feasible plan for taking and returning books to shut-ins.

The Board voted to empower Mr. Elliott to talk with Mr. Morris, Secretary of the Personnel Board, as to the future status of Edward Caterino, junior custodian, on our staff.

The next meeting of the Board of Trustees will be held on Monday, May 11, 1953. The meeting was adjourned at 10;20 P.M.

Respectfully submitted,

Margaret Q. Heaps

Margaret Q. Heaps

Secretary

The regular meeting of the Board of Trustees of the Robbins Library was held on Monday evening, May 11, 1953, at 7:30 o'clock in the Junior Library. Present were:

Roscoe O. Elliott	Robert Brosnan
Mark W. Bradford	Hugh A. Mallon, Jr.

Mr. Elliott called the meeting to order. In the absence of Mrs. E. Warren Heaps, Mr. Mallon was appointed Acting Secretary. Minutes of the meeting of April 15, 1953 were read and accepted.

The following correspondence was read:

(a) Letter from Miss Harriet L. Taylor thanking the Board of Trustees for extending her an additional two weeks vacation, which two weeks of her normal vacation, she was using for her Senior Field Work.

(b) Letter from the Arlington Visiting Nursing Association Inc., thanking the Board of Trustees for the use of basement in the East Arlington Branch for the Well Baby Clinic.

Mr. Elliott reported that the air conditioning system to be installed at the East Arlington Branch had been discussed with the new Town Manager, and was to receive immediate action. Mr. Monahan stated that he hoped to have the bids go out the week of May 18.

The first order of new business taken up was in regard to the installation of a new meter on the recently installed separate water main for the East Arlington Branch Library. Mr. Elliott requested Miss Stromdahl to refer the matter to Mr. O'Leary for approval.

Mr. Elliott reported that Mr. Ryerson, architect, for the new East Arlington Branch, advised the Board that the remaining payment, presently withheld, in the amount of $638.30 was in order to pay. It was so voted to make the payment.

Mr. Brosnan was appointed to negotiate the acquisition of hardware for the trays for the main desk at the East Arlington Branch Library. Bill from Mr. Button was submitted for the installation of the new sewerage line. Board authorized payment in the amount of $

Mr. Elliott delegated Mr. Mallon with the approval of the Board to make an insurance survey of the Library and its Branches. Upon completion of the survey, the recommendations of insuring the entry way cases would be discussed.

The leaks in the roof and the coat room repairs were next in order of new business. It was decided that these matters were no longer under trustee jurisdiction, therefore, Miss Stromdahl was to refer the matter to Mr. O'Leary. The matter of the Heating System of the Main Library was also discussed. Again, Miss Stromdahl was to refer the matter to the Town Manager, as the board felt that this was within his jurisdiction.

Summer hours for the three libraries were discussed. It was decided with the full approval of the board, that the Main Library and the Dallin Branch would follow the schedules as were existant in the previous years. In view of the newness of the East Branch, its increasing circulation, and lack of past experience regarding summer hours, it was decided that the regular schedule would be followed as in past months with the exception of closing Saturdays.

Miss Stromdahl announced that the unveiling of the Bronze Tablet in the Junior Library would be held Saturday Morning, May 23, 1953 at ten o'clock. Miss Phelan had arranged a suitable program for the occasion. Mr. Bradford suggested

that Miss Stromdahl contact the Boston papers to publicize the event.

In regard to the question of the Curator's salary applicable to payment for holidays which fell within the working weeks, it was decided by the Board , upon reviewing the minutes of the meeting of April 15, 1953, that Mrs. Lavin was hired at the hourly rate of $1.50, to be paid weekly, thus excluding holidays.

Mr. Brosnan moved that a letter be sent the Arlington Heights Study Club expressing the Board's appreciation for the generous gift of a Televiewer and a set of 100 Stereographs. Properly seconded and voted unamously.

Board advised Miss Stromdahl to advise the Committee in charge of Recorded Concerts that they would consider spending up to $250. for new equipment if such Committee would submit proper recommendations.

Mr. Elliott appointed Mr. Brosnan and Mr. Mallon as members of the Lighting Committee to replace Mrs. Heaps and Mr. Glynn.

The meeting was adjourned at 9:40 P.M.

Respectively submitted,

Hugh A. Mallon, Jr.
Acting Secretary

TRUSTEES' MEETING - JUNE 8, 1953

The regular meeting of the Board of Trustees of the Robbins Library was held on Monday evening, June 8th, 1953 at 7:30 o'clock in the Junior Library, Robbins Library.

Present were: Roscoe O. Elliott, Mark W. Bradford, Robert Brosnan, Judith E. Stromdahl, Librarian.

The Board was privileged to have in attendance at its meeting, Mr. Edward C. Monahan, Town Manager.

The meeting was called to order by Mr. Elliott. In the absence of Mrs. E. Warren Heaps, Jr., and Hugh A. Mallon, Jr., Mr. Brosnan was appointed acting secretary. The minutes of the meeting of May 11, 1953 were read and accepted.

Upon question of Mr. Elliot as to what constituted the Board of Trustees on this date, Mr. Monahan stated that there was a quorum at the meeting, three trustees out of five being present.

The Board was informed of the impending resignation of Mrs. E. Warren Heaps, jr., who is moving to Indianapolis. This information was received with deep regret by the Trustees as Mrs. Heaps' professional advice and experience has proved of great service to the Board during her tenure as a Library Trustee.

The following correspondence was read: 1) Letter from the Thompson Engineering Company to Miss Stromdahl concerning the undertaking of a survey of relighting the Main Reading Room. The estimated cost of the survey was between $150. and $250.

The first order of new business was the appointment of a new Acting Curator of the Robbins Art Collection to become effective next September when the present Acting Curator, Mrs. Marilyn Lavin, leaves for Europe with her husband. The Board interviewed Mrs. Birgit Shell, who was recommended for the position by Mrs. Lavin. Mrs. Shell possesses an extensive educational background in Art and has nearly completed her

formal requirements for a Doctorate. Mrs. Shell stated that she would be available for full time work until June of 1954, at least, when her husband will have completed requirements for his Doctorate at Harvard. On question of Mr. Bradford, Mrs. Shell stated that she will become a U.S. citizen in August, 1954. On question of Mr. Elliot, Mrs. Shell stated that she was willing to accept the position of Acting Curator under the same conditions as those enjoyed by Mrs. Lavin.

The Board unanimously agreed that Mrs. Shell possessed the necessary qualifications for the position and that in September she be considered employed for the position of Acting Curator of the Robbins Art Collection to be paid at the hourly sum of $1.50 per hour, such as has existed in the past. Mr. Elliot moved, and it was agreed that Mrs. Lavin and Mrs. Shell arrange for a liason period in which time Mrs. Lavin could bring Mrs. Shell up-to-date on what has been accomplished thus far and the system being employed to catalog the Prints. In Mrs. Lavin's report to the Trustees, she points out that Arlington's collection of 150,000 prints ishalf the size of that of the Boston Museum of Fine Arts (which is the largest in this country) and larger than that possessed by the Fogg Museum.

Mrs. Lavin recommended the purchase of six sets of reference books to aid in the cataloging of the Prints. Due to the cost involved the Trustees unanimously agreed to have Miss Stromdahl contact Dr. Jacob Rosenberg, Curator of the Fogg Museum and an Arlington resident, as to the advisability of this move. Action on this matter was then tabled until the next meeting.

2) Upon the suggestion of the Trustees it was deemed advisable to inform the Town of the magnitude of Arlington's Print Collection.

Mr. Edward C. Monahan reported that the contract for Air Conditioning of the East Branch Library had been awarded to Air Conditioning Contractor's Inc., of Revere (Worthington) with a low bid of twelve bidders of $2,281.00. Work on the project to begin immediately.

Mr. Monahan further reported the contract for Electric Wiring had been awarded to William F. Fitzmaurice of Arlington with a low bid of $255.90. He further stated that the bids for the plumbing job at East Branch will be opened on June 11th, 1953 at 9:15 A.M. and that eleven bids have been invited.

On the invitation of the Trustees Mr. Monahan looked over the Main Reading Room and gave his verbal authorization to allow the Thompson Engineering Company to go ahead with a Priliminary survey on Relighting Said survey to cover:

1) Recommendation for relighting each specific area
2) Preliminary sketches outlining these recommendations
3) Preparation of a budget estimate after discussion of Thompson Engineering Company's recommendations

The lighting Committee consisting of Mr. Brosnan and Mr. Mallon will make a full report on the progress of the Survey to the Trustees as soon as possible.

On recommendation of Miss Stromdahl it was agreed to experiment with the use of identification cards in place of the old standard cards. Miss Stromdahl pointed out that this system was being employed satisfactorily in Winchester, Lexington, and Boston. Mr. Elliott's suggestion for a limited trial was unanimously agreed upon.

The Boiler problem was presented to Mr. Monahan and he agreed it should be looked into at once.

The Trustees discussed the possibility of enlarging the scope of the

Robbins Art Fund which according to the last Town Report showed an expendable income of $19,580.99;for the Robbins Print Fund,$1,072.40. Mr. Monahan agreed to consult with the Town Council when the Board makes its specific recommendations.

The Trustees agreed to have Mrs. Lavin look for desirable prints to add to the collection, while she is in Europe, "Increasing the Collection" being within the scope of the will. If any prints are located, Mrs. Lavin is to notify the Trustees by air mail so that they might consider such prints for purchase.

On question of the Board Miss Stromdahl reported that she is still awaiting a report of the Music Committee in regard to new concert equipment.

It was reported by Miss Stromdahl that the dedication service and unveiling of the Bronze Plaque held in the Junior Library on Saturday morning, May 23rd was a huge success with over 175 people in attendance. The Trustees were represented by Mrs. Heaps and Mr. Mallon with Mrs. Heaps unveiling the plaque. The hard work of Mrs. Heaps, Miss Phelan, the Children's Librarian, and Miss Stromdahl attributed to the program's success.

The matter of a successor to Mrs. Heaps was taken up and on question of Mr. Elliott, Mr. Monahan deemed it advisable that the Trustees submit to him a list of people recommended by the Board to fill the impending vacancy. The Trustees promised to act on this matter as soon as possible with the unanimous agrement that the successor should be another woman with a good educational background and one preferably from the Heights section,

The meeting adjourned at 9:55 P.M.

Respectfully submitted
Robert Brosnan
Acting Secretary

The regular meeting of the Board of Trustees of the Robbins Library was held Monday, July 13th, 1953, at 7:30 P.M. in the Junior Library. Those present were Roscoe O. Elliott, Mark W. Bradford, Robert Brosnan, Mrs. Alfred Yood and Miss Judith E. Stromdahl, Librarian.

The Meeting was called to order by Mr. Elliott, acting chairman, at the request of Mr. Monahan, Town Manager.

The first business of the meeting was the election of officers. Mr. Elliott was unanimously elected Chairman of the Board and Mrs. Yood, Secretary.

Mrs. Yood then read the minutes of the meeting of June 8, 1953. These were approved.

A letter from the Town Manager was read. In it he requested a copy of the minutes of each meeting within three days of a Trustees' Meeting. The Secretary was instructed to honor this request.

The Robbins Art report submitted by Mrs. Lavin, who is very enthusiastic about her work with the collection of prints and wants it publicized, was discussed. It was agreed that she could go ahead with the publicity for it was felt that as long as there is a Curator, any additional work resulting from this publicity can be met. Miss Stromdahl also reported that Mrs. Brigit Shell who is to take over Mrs. Lavin's duties in September spent one week in July with Mrs. Lavin so that she could familiarize herself with the collection.

For the benefit of Mrs. Yood, newly appointed to the Board, Mr. Elliott gave a brief resume of the work being done with the prints and a short

history of the Curators who have accomplished the work.

A discussion of Mr. Floery Corelli, Junior Custodian whose 30 days temporary appointment was up on July 10th, followed. The Trustees are reluctant to see Mr. Corelli go because he has been most willing and conscientious, but agree with Mr. Monahan that the top man on the Civil Service List should be given the job unless, for some definite, known reason, it was felt that the No. 1 man could not assume the responsibility which the Custodian's job carries with it. In this case the No. 2 man should be considered. At the suggestion of Mr. Monahan a man from the Public Works Department will fill in until an appointment can be made.

Miss Stromdahl reported that the installation of the air conditioning is practically completed. Mr. Ahearn expects to finish the plumbing this week.

As the Thompson Engineering Company would like a floor plan of the Library so that they can go ahead with their survey of the electrical needs of the Library, authorized by Mr. Monahan, Miss Stromdahl was requested to check with the Town Manager in regard to securing such a plan. It was reported by Mr. Elliott that Mr. Monahan had been informed of the condition of the boiler at the Main Library and of the investigations by various companies that the Trustees have had look into the matter.

Also Mr. Monahan has been given a ~~picture~~ Photograph of the damage done to the Library by the leaking roof.

The subject of masonry repairs came up and as a result the Budget of

1953 was reviewed and a discrepancy of $2,200. was pointed out, leaving no money for the repairs needed. It was suggested that Miss Stromdahl take the matter up further with Mr. Monahan.

Miss Sttomdahl brought to our attention the fact that the bill for electricity has been higher than usual but pointed out the Libraries are being used considerably more than previously. For example, the East Branch has a Well Baby Clinic that meets weekly and the Main Library is the meeting place of the Golden Age Group which meets three times each week.

Mrs. Jackson's report on the Music Depattment was submitted. In her report she requested $266.31 for new eqdpment for the Record Concerts. $250. had been authorized at a previous Board meeting. Since we are all aware of Mrs. Jackson's interest in her work, her economy and her splendid contribution to the Library, we were more than willing to grant her the additional $16.31 necessary. Mr. John Hasson of Boston University very generously offered his services gratis in the wiring of the new parts.

Miss Stromdahl pointed out that the Town employees who have worked for the Town five years or more as of December 31, 1952, are now entitled to three weeks vacation by vote of the Board of Selectman. Mr. Capes Senior Custodian, falls in this category. The Trustees agreed to conform to this procedure and granted Mr. Capes the third week.

Mention was made of the $2,000. bequest for Reference books made to the Dallin Branch. Needless to say we were all delighted.

Stanley Ryerson, the architect, wrote to Mr. Elliott that $200. was

still due him. Miss Stromdahl promised to check the figures to see if this was correct.

Miss Stromdahl spoke very glowingly of Miss Grace Richmond, the new High School Librarian, who will work a few days each week for the summer in the Robbins Library. We feel most fortunate in having her.

The meeting adjourned at 9:30 P.M.

Respectfully submitted

Molly F. Good

Secretary

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library, August 18, 1953 at 7: 30 P.M. Those present were: Roscoe O. Elliot, Mark W. Bradford, Hugh A. Mallon, Jr., Robert J. Brosnan, Mrs. Alfred Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the July meeting were read by the secretary and accepted.

A letter from the Red Cross was read thanking the library for the use of the Junior Library Hall during the winter.

Two letters from Mr. Monahan were read. One urged all town employees to give blood or to secure a donor on September, when the Bloodmobile would be at the Town Hall. The trustees approved this drive, but felt that no pressure should be put on employees, that it should be a voluntary donation.

The second letter concerned the budget. In it the Manager cautioned all department heads to watch their appropriations so that there would be no budget deficiences; he encouraged the department heads to try to close the year with a substantial unexpended balance; and beginning August 1, 1953 until Jan. 1, 1954 he requested all department heads to furnish him with weekly appropriation statements. Miss Stromdahl said she would be glad to furnish him with the figures he requested as soon as Mrs. Chandler returns from her vacation.

A letter from Mrs. Heaps was read in which she expressed her regret at having to give up her work as trustee and the rewarding satisfaction she derived from her library service.

Miss Stromdahl reported that:

Mr. Snow of Buerkel & Co., who had inspected the boiler had called and wanted to know what progress had been made in regard to the

necessary repairs to the boiler.

Up to date Mr. Loftus, the new custodian has been trying to carry his load of the work, that he seems to be doing satisfactorily.

The air conditioning in the East Branch is completely installed and is being enjoyed by all who use the library.

Miss Whiteman, of the Dallin Branch had received a letter, unsigned, from someone who had taken a Latin dictionary from the library 4 years ago and who enclosed $4.00 to pay for it. The $4.00 is to be turned over to the Town along with the fine money.

A Miss Anne Tufts, former resident of Arlington, who had enjoyed using the library, presented a copy of her book "As the Wheel Turns", an historical romance about the early cotton mills and the development of weaving, to the library and that this letter had been acknowledged.

The question of the repairs to the roof and the masonry came up. The Finance Committee, without notifying the trustees, had cut the budget $1,906., leaving no money with which to make masonry repairs. The roof, now, is leaking so badly that buckets have to be placed under certain areas to catch the rain. Miss Stromdahl reported that Mr. Monahan suggested that the trustees request the T. M. by letter, for a transfer of funds from the reserve account to remedy this condition, if, in their judgment, the need warrants this action. The trustees felt that something should be done very soon to rectify the situation. It was felt that though the masonry could wait another year to be repaired, it would cost considerably more later, as the additional damage that winter usually brings would be greatly increased. Mr. Elliot was directed to write a letter to Mr. Monahan explaining the urgency of the need to

repair the roof and of the advisability of fixing the masonry and to request a transfer of funds.

Mrs. Butler, the head of the Circulation Department, resigned as of June 1, Miss Stromdahl reported that although she has inserted ads in the local papers and the library journals and has contacted library schools to find a successor, she has had very few acceptable replies. Finally, however, a Miss Phoebe Taylor, applied for the position. Although she has had no library experience, she had such a good background and seemed so unusually bright that Miss Stromdahl asked the trustees to interview her after they had read her excellent references. The trustees, on meeting Miss Taylor, felt that her keenness, her ease in meeting people, and the type of work that she had done which had brought her into contact with many people would make her a desirable member of the staff. (Her qualifications are attached to this report) It was voted that she be employed immediately at the minimum salary of $3,115.~~3~~50. (plus 6 p.c. cost of living bonus) with title of Acting Head of Circulation, provided that she take some courses at Simmons Library School to make her more proficient in her work. She is to be on trial for 6 months.

Miss Harriet Taylor of the Cataloguing Department, has received a degree of M.S. in L.S. at Simmons College, School of Library Science. The trustees are very appreciative of Miss Taylor's efforts, for she got her degree the hard way, and the secretary was directed to write a letter to her, expressing their sincere admiration.

At Mr. Monahan's suggestion, it was voted to have the magazines go out on bids.

The Garden Club asked permission to plant a flower garden on the

library grounds, the flowers to be used for the beautification of the library. The trustees expressed their appreciation of the work the Garden Club has done in previous years in furnishing the library with flowers and a letter granting permission was authorized.

A letter was read from Dr. Yacob Rosenberg of the Fogg Art Museum who had been consulted on the advisability of purchasing some very expensive books for reference work in the Print Collection. Dr. Rosenberg suggested that four of the six collections that Mrs. Lavin requested, be purchased. He stated that to have adequate reference those four were needed. Three hundred dollars was voted by the Board for such a purpose. Miss Stromdahl was authorized to buy a second hand desk for the Curator's use - a desk that is needed badly now. Miss Stromdahl, is, also, to buy a viewing stand for the use of the Curator and those interested in the print collection.

The Secretary was directed to write to Mrs. Lavin, who is leaving September 4, for a year in Europe, telling her that the trustees feel she did an excellent job and that they were aware of her efforts.

The meeting adjourned at 10.00 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

TAYLOR, MISS PHOEBE

55 Dryad's Green, Northampton

Born November 12, 1926

Tel. Eliot 4-4592

EDUCATION & STUDY

Northampton School for Girls

Smith -- Dean's list, Jr. & Sr. Years
Cum laude 1947

Junior Year Spent at University of Toronto

1947-48 Internship: Legislative Reference Service, Library of Congress: Committee Secretariat, State Department

National Institute of Public Affairs
Washington, D. C.

1948-49 Fellowship at Columbia Political Science

1949-50 Taught English to Dr. G. P. Sourdille (famous ege doctor) and his children Nantes, France

1951-52 Research anlyst for France. Acting coordinator for "psychological intelligence" for Western Europe.

Division of Research for Western
Europe of OIR
State Department
Washington, D. C. G S 9

1952-53 Travelling fellowship (field work, interviewing labor leaders, businessmen, politicians and professors in France for M.A. thesis on "Influence on attitudes of French labor towards the Trade Unions."

June 1953 M.A.

MINUTES OF THE TRUSTEES' MEETING

ROBBINS LIBRARY

September 15 & 16, 1953

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library at 7:30 P.M. on September 15, 1953. Those present were: Roscoe O. Elliott, Mark W. Bradford, Hugh A. Mallon, Jr., Robert J. Brosnan, Mrs. Molly F. Yood and Judith E. Stromdahl, Librarian.

The minutes of the preceding month were read and accepted.

A letter from Miss Phoebe Taylor was read, stating she was sorry that she could not accept the position as Circulation Librarian, because she was offered a position with considerably more money.

A letter of regret from Mrs. Ruth Mulcahy was read - regret at having to leave the library where she had enjoyed her work.

Mr. Elliot presented a letter from Mr. Monahan confirming a decision they had made about appointments of personnel and the purchasing of materials for the Art Collection. Mr. Monahan felt we should continue as we have been in selection of the library personnel, but all positions were subject to his approval. Also a letter from Mr. Hamlet was read authorizing the Board to choose the Curator for the Art Collection as the funds so used are Trust Funds. In regard to the Art Collection the Trustees were to abide by the Town By-Laws in connection with purchases.

A letter to all department heads from Mr. Monahan was read. Effective Tuesday, September 15, all requisitions for purchases will be made by means of Purchase requisitions and will originate in the Purchasing Department of the Town. A flow chart of purchases was attached. Mr. Monahan urged that all possible purchases be anticipated well in advance and if possible be ordered on a yearly basis, also that all requisitions should be properly filled out, stating from which budget item funds are available.

The matter of the roof was again discussed. Mr. Elliot gave a resume of all the transactions that had taken place since August. He passed around a letter containing the correspondence he had had with Mr. Monahan in regard to this matter.

The missing $2,000. was mentioned. It was discovered by Miss Stromdahl in checking the budget of 1953 with Mr. Loud of the Finance Committee, that the item of regular running expenses for Building and Grounds for the library had been inadvertantly omitted by the Finance Committee from the Budget.

Miss Dolores Eveleth's (the new head of Circulation) credentials were read and Miss Eveleth was presented to the Board, Miss Stromdahl said that to date she was doing an unusually fine job. Her background is excellent and her references are superlative (attached). All the members agreed that she is a pleasing person and were confident that she would do a competent piece of work.

Her appointment was confirmed by the board.

Mrs. Anne G. Black, whom Miss Stromdahl and Mrs. Yood had interviewed for the position of Senior Assistant in August was then discussed. Both Miss Stromdahl and Mrs. Yood felt that Mrs. Black would be an asset to the library and that her experience and references (attached) warranted putting her in Grade IX, step 1. Miss Stromdahl is to contact her to tell her that the position was open to her.

Mrs. Yood was instructed to interview Mrs. Judith Berg with Miss Stromdahl for the position of Junior Assistant. Mrs. Berg has had no working experience other than working for the Library at Radcliffe where she matriculated, graduating this past June, and at camps in the summer as counselor. However, her interest in music and in children's work should enable her to do an excellent job.

Mr. Rosenthal of the Arlington Jewish Center requested the continued use of the community rooms at the Dallin Branch on Tuesday and Thursdays from 3 - 6:30 P.M. for its Hebrew School. Mrs. Yood was asked to contact Mr. Rosenthal giving permission provided that he understood that Mr. Capes, the custodian, would be reimbursed for working beyond 6:00 P.M. on both nights.

Miss Stromdahl reported that bids were out for the magazines.

The budget was then considered. Before attacking the actual figures, it was decided that the head of the Music Department should be put in Grade XIV, with the heads of all departments. The great activity in the Music Department plus the tremendous amount of work entailed, the board felt, warranted such a change. Steps to have this decision approved by proper authorities were authorized.

The meeting recessed at 10:30 P.M. and resumed on September 16 at 7:30 P.M.

After Miss Stromdahl conducted the Board on a tour of the Main Library, pointing out where repairs should be made and where additions and changes were necessary so that the Library would continue to function properly and continue to give the considerable service it does, the Board completed its budget.

The meeting adjourned at 10: 30 P.M.

Respectfully submitted,
Molly F. Yood
Molly F. Yood
Secretary

MINUTES OF THE TRUSTEES' MEETING

October 5, 1953

A meeting of the Board of Trustees of the Robbins Library took place October 5, 1953 at 7:30 P.M. in the Junior Library. Those present were: Roscoe O. Elliott, Mark W. Bradford, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Mr. Elliott reported that he had spoken to Mr. O'Leary, Acting Town Manager, about the roof. Bids had gone out and prices ranging from $2,900. to $3,600. had been received. Mr. Walter Davidson of the Atlantic Roofing Co., submitted the lowest bid. Since only $2,000. had been allocated from the Reserve Fund by the Finance Committee, an additional $900. is needed to repair the roof. A motion was made by Mr. Bradford that $900. be taken from the income of Trust Funds to augment the Reserve Fund allocation so that roofing may be completed soon. The motion was seconded and carried unanimously.

Miss Stromdahl, presented copies of the survey made by the Thompson Engineering Company, on the lighting in the library. The total charge for the reconstruction of the lighting system would be $8,750. The Board felt that they did not know enough about electrical engineering to vote an intelligent appraisal of the print submitted, but recommended that Miss Stromdahl present the survey to Mr. Monahan with the additional information that there is $1,822.93 in capital outlay for electrical purposes and that since the corridor connecting the Main Library with the Junior Library is used to display prints, $1,200. from the Art Fund could be used for such a purpose. Thus, the total $5,477.07 would be needed from the Town for the electrical work. She was also advised to make known to Mr. Monahan that the Thompson Engineering Company, did the electrical work for the Baker Library ~~in~~ & Widener at Harvard and for the Wakefield Public Library and the Salem Public Library. Baker Library at Dartmouth

The wishful dream of Miss Stromdahl was again discussed - that of making the third floor into a combination Art and Music Room. The space to be utilized to its fullest extent, needs an elevator to make it available to the public. The hope is that some day in the not too distant future an elevator can be installed and the third floor be used constantly.

The repair of the front steps and the construction of a walk in the rear were then taken up. Mr. Keane was requested by Mr. Monahan to look over the work needed. Mr. Keane submitted the price of $1,500. to Miss Stromdahl for the construction of the walk. Miss Stromdahl and the Board do not feel that a walk as large as the one estimated by Mr. Keane is necessary. They are interested in a much narrower affair at a lower price.

Mrs. Mary Sue Wilson, who had been interviewed previously by Miss Stromdahl and Mrs. Yood for the position of Senior Assistant, was then presented to the Board. Her qualifications (attached) are excellent and her manner most pleasing. The Board ~~confirmed~~ recommended her appointment at a salary of $2,774.00 which is Grade IX, Step 1. by the manager Mrs. Black, who had been

to be

interviewed for the position in September had called Miss Stromdahl refusing the position because her hours at her present position were far better and the pay almost comparable. Mrs. Judith Burg's appointment as Junior Assistant, at the minimum salary in Grade VII, $2,364.50, was then con~~firm~~ed. recommended to the Town manager.

The Custodians, through Miss Stromdahl, issued a request for $2.00 per hour for overtime work, that is after 9 P.M. The Trustees felt that since they were earning approximately $1.50 an hour, it was only just that the organizations using library facilities, pay the Custodians $2.00 for overtime work.

Miss Stromdahl has been trying to get a second hand desk for $25.00 to be used by the Curator of the Art Collection. The only desks at all satisfactory, she reported, were at least $65.00. She was instructed to purchase one at this price.

The bids for the periodicals which can be procured at a reduced rate, were reviewed. New England News submitted a bid for $836.50, Faxon's for $932.65 and Goldberger for $826.95. Goldberger is to take care of our periodical needs.

The condition of the boiler was again discussed. Mr. Capes, the Custodian, said that the water-line was not included in the boiler bid. Mr. Ahearn, it is understood is low man in the bidding. However, his work in the past has been unreliable and his manner most offensive. The Board regrets that Mr. Snow of Buerkel & Co., and a resident of this town, who had done all the ground work in the inspection and reporting on the boiler, was not given an opportunity to bid, as reported by Mr. O'Leary.

Mrs. A. Shapiro requested that the periodical "Bulletin of the Atomic Scientists" be included in the library collection. Miss Stromdahl stated that to date there has been no call for it, but that she would investigate through the Boston Public Library to learn if there is a demand for such a publication and how great. It may be too technical for the ordinary layman.

The meeting adjourned at 10:00 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

(Copy)

Mrs. Mary Sue Wilson
32a Avon Street
Cambridge

EDUCATION

Graduate - B.S.	Peabody Teacher's College Nashville, Tennessee	1945
Graduate - L.S.	George Peabody Library School	1947

EXPERIENCE

1952-1953	Assistant - Lamont Library - Harvard College
1951-1952	Assistant - East Tennessee State College
1948-1951	Regional Bookmobile Librarian - State of Tennessee
1947-1948	Assistant - Library of Southwestern Institute of Technology, Oklahoma.

REFERENCES

From Division of Public Libraries Records--

Mr. Hal Smith - East Tennessee State College:-

> "Mrs. Wilson exhibited an excellent versatility in professional 'know-how'. In personality, she has the happy facility of getting along well with professional colleagues. Still more important, she handles well the library public---It would be our greatest pleasure to have her back either in the Regional Library or the College Library".

Miss Martha Parks - State Library:-

> "Mrs. Wilson did an excellent job as Regional Librarian in Eastern Tennessee. Handled situations... difficult...with tact, commonsense, and good judgment. Very conscientious and has pleasing personality. Regret losing her from Tennessee. Feel no hesitancy in recommending her for any position she feels equal to undertaking".

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

November 9, 1953

A meeting of the Board of Trustees of the Robbins Library was held November 9, 1953 at 7:30 P. M. in the Junior Library.

Those present were: Roscoe O. Elliot, Mark W. Bradford, Hugh A. Mallon, Jr., Robert J. Broshan, Mrs. Mollie F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the October meeting were read, corrected and accepted.

A letter from Mrs. Lavin was read stating that she had seen some prints in Italy that would add to the print collection. However, she gave no description of the pieces or the amount she would need. Miss Stromdahl was asked to write her again and ask for more details before she could be given any authorization to make any purchases.

A letter was read from Peter A. Bertocci, a resident of Arlington and a Professor of Philosophy at Boston University. He congratulated the trustees and the staff for improvements in the libraries, for the caliber of the staff and for the quality of the books. Particular mention was made of the record collection, of the display of prints, of books on art, the intelligence and graciousness of the librarians in providing needed books and the pleasure afforded borrowers by a visit to the Children's Library.

Mr. Elliot and Miss Stromdahl reported on their meeting with Mr. Monahan concerning the budget. They said that Mr. Monahan approved the budget almost entirely but felt it necessary to make some economies. He suggested that we do not fill the two vacancies in staff that already exist, that we cut the book allowance $1,000. In repairs, the walk in the rear was cut from $1,550.00 to $200.00, and the painting of the trim at Dallin Branch was cut to $250.00, both of which amounts should be adequate. Many items under furniture and equipment were omitted, but Miss Stromdahl was instructed to purchase from funds a small catalog case for records, a chair and table for the Music Room, and a vacuum cleaner for the East Branch. It was felt that these were absolutely necessary for the smooth functioning of the library. Miss Stromdahl feels that the shelving in the main rotunder is greatly needed now, but nothing definite was done about it and it is hoped that in a month or so more action can be taken on it.

The matter of the lighting was again taken up. Mr. Monahan cut the request for such installation to $1,800. There is at present $1,822.93 available in Capital Outlay. $1,400.00 can be used from the Art Fund, and with the $1.800.00 allotted this year it would bring the total to $5,022.93.

On the whole the Trustees felt the budget cuts were fair.

Mr. Elliot reported that Mr. Anderson, the Town Treasurer, had been notified that on November 5, the First National Bank of Boston declared a stock dividend of one share in 13. The Trustees voted to accept the stock dividend, as declared November 5, by the First National Bank of Boston on 200 shares in the Robbins Art Fund and 125 shares in the Children's Book Fund, the same to be added to the principal of each account. The Secretary was instructed to notify Mr. Anderson of the action of the board.

A letter from the Air Conditioning Contractors Inc. was read, in which the company offered to service the equipment at the East Branch and also inquired about a contract for next season. The matter was referred to Mr. Monahan.

Miss Stromdahl reported that Mr. Savio, the piano tuner, says that the felt on the piano is moth-eaten and should be replaced. He estimated the price to be between $85.00 and $95.00. It was voted to have the piano put in good condition. Miss Stromdahl was also instructed to purchase a small steam electric reaiator to be used in a small workroom that does not heat properly.

Preceding the meeting, Mr. Paradis the custodian told the trustees that the air vents in the heating system were clogged. The winds of the preceding week-end blew the soot and grime into the library and the library was so dirty that one couldn't touch anything without becoming dirty. This too, was referred to Mr. Monahan. It is felt that a good vacuuming job is needed on all the vents.

Miss Stromdahl presented Mrs. Jackson's report of two years. It was an able report containing graphs and charts to show the development of the Music Department, and the great use it now enjoys.

It was with great regret that we heard that Mr. Elliot had sent in his resignation to Mr. Monahan that day. We shall miss his presence, his experience and his sound advice.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Mollie F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

December 14, 1953

The Board of Library Trustees met in the Robbins Library on Monday evening, December 14, 1953, at 7:30 p.m. Present were: Mark Bradford, Edmund Frost, Robert Brosnan, Hugh A. Mallon, Jr. and Judith E. Stromdahl, Librarian.

Upon motion of Hugh Mallon, seconded by Robert Brosnan, it was voted that Mr. Bradford act as temporary Chairman, Mr. Elliott's resignation having left the Board without a Chairman. In the absence of Mrs. Yood, Mr. Mallon was appointed acting Secretary.

The election of a permanent Chairman was the first order of business. Mr. Bradford was nominated by Mr. Brosnan and the motion was seconded by Mr. Mallon, whereupon Mr. Frost moved that one ballot be cast by the Acting Secretary, unanimously electing Mr. Bradford as Chairman.

The Board extended a welcome to Mr. Frost who was attending his first meeting as a Trustee after his appointment by the Town Manager to fill the vacancy caused by the resignation of Mr. Roscoe Elliott.

A motion was made by Mr. Brosnan, that Mrs. Yood write Mr. Elliott a letter of appreciation for his fine service to the community as a member and later as Chairman of the Library Board, and to wish him a pleasant and enjoyable future in his new home in Duxbury.

A letter to the Board from Rita Z. Jackson, Music Librarian, was read, in which she requested a four and one-half months leave of absence, because she is expecting a baby in May, the leave to begin March 15 and to end July 31, 1954. The Board felt that Mrs. Jackson's excellent capabilities, fine service and tremendous progress in developing the Music Department warranted granting Mrs. Jackson a leave of absence and so voted, subject to confirmation by the Town Manager.

At Miss Stromdahl's request, Mr. Capes appeared before the Board to comment on the work recently done to the boiler. It was voted, upon motion of Mr. Frost, that Mrs. Yood write to Mr. Monahan, saying that the Board feels it should have some assurance from the Town Manager's office that the work has been fully and satisfactorily completed, as the Board feels it is not qualified to judge upon the matter.

See Attached Report

It was voted upon motion of Mr. Brosnan that, as of January 1, 1954, the library should close on Saturdays at 6 p.m. instead of at 9 p.m. as at present.

Mr. Frost moved that the library and its branches be closed the day after Christmas, on Saturday, December 26. This was seconded and unanimously carried. This action was voted after Miss Stromdahl mentioned that the day following Christmas is usually very quiet, that it seemed an unnecessary expense to heat and light the building for the limited number of borrowers who might come in, and that it would offer the Staff a week-end holiday such as its members seldom, if ever, enjoy, as the library is always open on Saturdays.

On motion, it was voted that a letter of appreciation be sent to the town newspapers for their fine cooperation in printing library news during the past year.

In view of the shortage of folding chairs both at the Main Library and the East Branch, it was voted that a letter be sent the Town Manager to ascertain if there are folding chairs which could be secured for permanent loan from any other town department, for use in the Junior Library Hall and at the East Branch.

Window leaks from force driven rain in the Reference and Music Rooms were reported by Miss Stromdahl who advised the Trustees that Mr. Greim had inspected the windows in question. His judgement was that caulking and replacement of weather stripping insulation would rectify the trouble. If, however, Mr. Greim discovers any repairs of a serious nature to be necessary, he will so advise the Trustees for further action.

On recommendation of Miss Stromdahl and after discussion it was voted that a letter be sent by Mrs. Yood to the personnel Board requesting the following changes in the listing of library positions in the Town Classification and Pay Plan, listed under the Non Civil Service Schedule:

1. Junior Assistant, Class 1, Grade VII (2,364.50 - 2,829.00) be changed to Junior Assistant, same grade and salary schedule.

2. Junior Assistant, Class 2, Grade VI (2,228.00 - 2,637.50) be changed to Assistant, Non-Professional (Library), same grade and salary schedule.

3. The position of Music Librarian be added, Grade XIV (3,115.50 - 3,689.00)

Confirming action taken by the Board in December 1952, and subject to approval of the Town Manager, it was voted that Miss Stromdahl reply to the letter of Miss Joan A. Peck of Yorkshire, England, in which she applied for a position as exchange librarian. As Miss Peck will be available in the spring, and as another Staff resignation is expected next March, thus creating a vacancy, the Board authorized Miss Stromdahl to make arrangements to have Miss Peck assume her duties in the Robbins Library on April 1, at a basic salary of $2,774.00, (Grade 9, Step 1) plus the cost of living bonus which at the present time amounts to 6 p.c.

The meeting adjourned at 10:05 p.m.

Respectfully submitted,

Hugh A. Mallon, Jr.
Secretary, Pro tem

Report by Mr. George Capes, Chief Custodian, to Board of Library Trustees

Miss Stromdahl asked me to report to you on my observations of work done on the heating system at the Robbins Library.

The following improvements and alterations are what I understand came under the contract awarded to Mr. Ahern and done by him:

A new gas fired automatic hot water heater was installed.

The old hot water heating unit attached to steam heating boiler was removed.

The old automatic boiler water control and feed was removed from rear of boiler and a new one installed near front of boiler.

New dole quick vent valves were installed in direct radiators throughout building.

A boiler water cleaning compound was added to boiler water and boiler flushed out.

The boards inclosing air intakes to indirect radiators and ducts located in old part of building were removed. These are located in window wells of basement windows.

The ducts on cold air side of indirect radiators were cleaned out.

The warm or hot air ducts were not cleaned out. Mr. Byrne told me that this (cleaning warm air ducts) did not come under terms of contract.

After discussion with Mr. Greim one day at the Library, he expressed the opinion that there was considerable danger of incirect radiator units freezing. I told this to Mr. Ahern and Mr. Byrne. It also being my opinion that this might occur because the part of the building in which they are located cools very slowly and it might be a long time before thermostat called for heat, thus there would be no heat in indirect radiators. All of the dampers in these indirect ducts do not function properly, that is, it is impossible to close them more than part way. We also had a great deal of trouble with dirt, dust, and soot blowing into building through these radiators and ducts. Because of the above conditions it was decided to replace the boards which had been removed, and Mr. Byrne authorized me to have this done.

In addition to the above work supplemental work has been done since then, including the installation of a new water gauge glass and fittings. The old condition which had been my chief complaint in regard to operation of boiler still remained however, this being that the water did not properly return to the boiler from the heating zone comprising the new part of building. This condition had persisted for many years and nobody who had previously worked on it seemed to be able to remedy it. It had caused much difficulty. Water would remain up in the system causing very low water in the boiler and the automatic water feed would come on and keep adding water to the boiler. Eventually all of this water would slowly return to boiler causing flooding conditions in the lower part of the heating system. It would be necessary for us to be frequently draining water from boiler to prevent flooding. Considerable water hammer and water remaining in, and leaking from direct radiators also occured. Mr. Ahern under the supervision of Mr. Byrne has been working to remedy this trouble. I understand the vacuum valves in the radiators have been removed, a quick vent valve installed in steam pipe in boiler room, and some recently discovered stoppage in main return to boiler corrected. At present considerable improvement seems to have been achieved and boiler seems to be operating much better.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

January 12, 1954

The Board of Trustees of the Arlington Robbins Library met at 7:30 P.M. on January 12, 1954 in the Treasurer's Office at the Town Hall with the Town Treasurer. Those present were: Mark Bradford, Robert Brosnan, Edmund Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood along with Wilbert Anderson, Town Treasurer.

The members of the Board went over the figures of the Trust Funds for the library and for the Art Collection. Mr. Anderson informed the Board that one Series G bond for $5,000 in the Art Fund was maturing in 1954 and wished to know soon, what should be done with it.

At 9:30 P.M. the Trustees adjourned to the Junior Library to meet with Miss Judith Strondahl.

Before proceeding with the regular business on hand, Mr. Frost made a motion to instruct Mr. Anderson to cash the mature G bond in the Robbins Art Fund and to put the money in a savings bank, preferably one paying 3 p.c. interest, so that funds will be available for the maintenance of the Art Collection.

Mrs. Yood then read the Secretary's report which was accepted.

Mr. Mallon made a motion to let the Park Avenue Congregational Church be given the use of the auditorium room in the Heights Branch on Sunday mornings for its Sunday School. Five dollars is to be charged for light and heat and the church is to make its own financial arrangements with the custodian. (Precedence for this action was taken in December 1950 when the Lutheran Church was granted such permission)

Miss Stromdahl was instructed to write a letter to Mr. Anderson informing him of the appointment of Mrs. Birgit Shell as Curator of the Art Collection.

A letter from Mr. Frank Nicksay was read by the Secretary, requesting that any articles to be inserted in the Town Warrant be presented to the Town Manager before January 18, 1954.

Mr. Frost then made a motion that the selectmen be asked to insert an article in the March Town Warrant to accept the legacy to the Library of Mrs. Louise Gruber.

Mrs. Yood then read a letter from Mrs. Rena Finch, tending her resignation from the Staff on January 31st, as her husband's work is taking them to New York. The Board accepted her resignation with regret.

A letter from the Reverend George W. Pennington, Pastor of the Universalist Church was read in which he invited members of the Library to take part by sending representatives of the Library to the Community Services Sunday Program on February 28. Mr. Bradford and Miss Stromdahl will be able to attend.

Mr. Monahan's letter replying to our request for an inspection of the boiler was read. To it was attached the report of John B. Byrne, Plumbing Inspector, which in substance stated that Mr. Ahern did a satisfactory job with materials on hand.

Mr. Chester Green, an Arlington resident, wished to give the library a subscription of the Theosophist. As Miss Stromdahl and the Board know nothing of the magazine - though it appears to be philosophical in content - Miss Stromdahl was asked to check with the Boston Public Library before accepting the gift.

Mr. Charles D. Sellars of Dickenson College, Carlisle, Penn., is a collector of Benjamin Franklin prints. He wishes a photographic copy of the LeBrun portrait of Benjamin Franklin and is willing to bear the expense. However, it would mean taking the print out of the building to Fogg. It was voted, before this could be done, because of the value of the print, first, to check with Dr. Yakob Rosenberg on the advisability of such a step and secondly to check with Mr. O'Reilly to see if the print is covered with insurance, if removed from the building.

Miss Stromdahl asked if the expense of the shelving in the rotunda which was eliminated from the budget could be built from Trust Funds. She feels they are badly needed. Investigation for their construction had been carried out in the fall and Mr. Schwamb, who has done excellent work for the Library in the past, in a letter dated September 9, has given us a figure of $350. for two open book shelves and one case with glazed doors, the shelves and case to conform with the rest of the shelving in the library. It was voted that money be taken out of income from Trust funds for such a purpose.

Dr. Allison Maggioli of 129 Broadway has requested old sheets of Moody's Stocks and Industrials, after the Library has received the bound edition. It was voted to let Dr. Maggioli have them.

Mr. Mallon suggested that weighted cigarette disposal unit be placed outside the front entrance. He has felt the need of one on many occasions. All agreed that it would be a useful receptable and Miss Stromdahl was instructed to look into prices, etc. It was also pointed out that similar receptacles would be useful at many of the other public buildings in town. It was voted to bring the matter to the attention of Mr. Monahan.

The meeting adjourned at 11:30 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood,
Secretary

January 4, 1954

The Personnel Board,
Town of Arlington,
Arlington, Mass.

Gentlemen:

At the December meeting, the Board of Trustees of the Robbins Library voted to request the Personnel Board to approve "the following changes in the listing of library positions in the Town Classification and Pay Plan, listed under the Non-Civil Service Schedule".

1. Junior Assistant, Class 1, Grade VII (2,364.50 - 2,829.00) be changed to Junior Assistant, same grade and salary schedule.
2. Junior Assistant, Class 2, Grade VI (2,228.00 - 2,637.50) be changed to Assistant, Non-Professional (Library), same grade and salary schedule.
3. The position of Music Librarian be added, Grade XIV (3,115.50 - 3,689.00)

The Library Board will appreciate your cooperation in this matter.

Sincerely yours,

Molly F. Yood
Secretary

MFY/mb

2 copies sent to Mr. Mr. Monahan

INSPECTOR OF BUILDINGS

C
O
P
Y

TOWN OF ARLINGTON

Massachusetts

January 6, 1954

Mr. Edward C. Monahan
Town Manager
Arlington, Massachusetts

Dear Sir:

In reference to your letter of December 24, 1953, I would say the heating system at the Robbins Library is as good as can be expected, considering the age and condition of same, and that work, done by Joseph W. AHern, the contractor, is completed.

The water in the boiler was very dirty - the water line very unsteady, a fluxation of about five or six inches.

The noise in system was very annoying when steam was first started.

There were also numerous leaks throughout the system.

There were also extra pipes attached to the boiler which were not necessary.

All these defects have been rectified which will mean quite a saving in fuel expense.

The latter part of December I discussed this work with George Capes, the Janitor, for final inspection and he informed me the work was satisfactory to him.

Trusting this meets with your approval, I remain,

Very truly yours,

(SIGNED) John B. Byrne
John B. Byrne
Plumbing Inspector

TOWN OF ARLINGTON
MASSACHUSETTS

OFFICE OF THE TOWN MANAGER
TOWN HALL

EDWARD C. MONAHAN
TOWN MANAGER

January 7, 1954

Mrs. Mollie F. Yood, Secretary
Library Trustees
Robbins Library
Arlington, Massachusetts

Dear Mrs. Yood:

Replying to your letter of December 17, 1953, it would appear that the work recently done on the boiler at the Robbins Library has been satisfactorily completed. I attach herewith a copy of a letter dated January 6, 1954 adressed to me by John B. Byrne, Plumbing Inspector, which letter is self-explanatory and is the basis for the assurance that the work contracted for has been satisfactorily completed.

Very truly yours,

Edward C. Monahan
w

Edward C. Monahan
Town Manager

ECM/w
Enc. 1

Copy to Mr. Bradford

PERSONNEL BOARD

Town of Arlington

670 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS

ARTHUR J. MANSFIELD, Chairman
SAMUEL R. CARLISLE
WARREN E. O'LEARY
HUGH R. FARRINGTON
WILLIAM F. CANTY

A. LEE MORRIS, Executive Secretary
ARlington 5-5640

January 13, 1954

Molly F. Yood, Secretary
Board of Trustees
Robbins Library
Arlington, Massachusetts

Dear Mrs. Yood:

The Personnel Board, meeting on January 12, 1954, considered the request of the Board of Trustees regarding changes of classifications in the Library. The Board voted to recommend to the Annual Town Meeting that the classification Junior Assistant, Class 1, Grade VII, and Junior Assistant, Class 2, Grade VI, be deleted from the plan; Junior Assistant, Grade VII, and Assistant, Non-Professional (Library), Grade VI, be added to the plan.

The Board also voted to recommend that the classification Music Librarian, Grade IX, be added. The Board feels that the requested Grade XIV is unwarranted at this time.

Very truly yours,
PERSONNEL BOARD

A. Lee Morris

Executive Secretary

ALM:m
cc: Town Manager

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

February 15, 1954

The meeting of the Board of Trustees of the Robbins Library was held at 7:30 P.M. in the Junior Library on February 15, 1954. Those present were: Mark Bradford, Robert Brosnan, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl.

The minutes of the January meeting were read and accepted.

Miss Stromdahl reported that Mrs. Shell had taken the Benjamin Franklin Print to Fogg, as it was adequately insured, so that a photograph of it could be made for Mr. Sellars of the Dickinson College. At Fogg, it was found that some mold had formed between the two glass casings that enclosed the print; repairs were to be made by the Staff at Fogg.

Miss Stromdahl also reported that she has heard nothing about the folding chairs that are needed and she was requested to contact Mr. Greim again in regard to this matter.

A letter from Mr. Morris was read announcing the new location of the Personnel Board at the Police Station.

Copies of the Town Manager Act sent by Mr. Golden were distributed.

A letter from the Massachusetts Library Trustee Association was read asking the members of the Board to join. It was ~~voted~~ agreed that the Board join for one year.

A letter from Mr. Morris, Executive Secretary of the Personnel Board was read (Copy attached)

Miss Stromdahl brought to the Board's attention a new service that is being set up by the Massachusetts Department of Education in the field of Audio-visual Aid Education. The Massachusetts Department of Education would like to establish a film cooperative for the use of Massachusetts libraries. Interested libraries would deposit one or more films annually on a permanent loan basis, whereupon they would have free use of all films so deposited. Films to the value of the films contributed could be borrowed from the already existing film collection, free of charge. A discussion followed on the advisability of having film in the library and whether film should be made available to organizations or whether it should be limited to the library programs carried on within the building. The amount of work involved on the part of the librarians was discussed. Miss Stromdahl felt that the librarians could handle the problem and that film would be an asset to the library. Mr. Bradford appointed a Sub-Committee consisting of Mr. Brosnan and Mrs. Yood to investigate the use of film in libraries.

The matter of the magazine the Theosophist was again taken up. It is not in the Boston Public Library. Mr. Brosnan had read it and reported that it was theological and philosophical in content. As the library is cramped for space and as there is little or no call for such a periodical, it was felt that it would not be advisable to accept the gift,

but that before it was finally rejected Miss Stromdahl would contact the Harvard Divinity School and ask the Staff there of the advisability of having it in a Public Library.

In regard to the vote of the Personnel Board to recommend the establishment of a Music Librarian in Grade 9 instead of Grade XIV as requested by the Trustees, (see letter attached) the Chairman was instructed to take steps to determine whether the Personnel Board and the Finance Committee would agree to take action to establish the position of Music Librarian in Grade XIV. The Trustees feel that the Personnel Board acted without full knowledge of the qualifications required for the position and the responsibilities and duties involved. The Trustees hope that the Personnel Board with the approval of the Finance Committee will be willing to offer a substitute motion at the Town Meeting to accomplish the establishment of the position of Music Librarian in Grade XIV.

The case of Mrs. Emily Woo was reviewed. She has an M.A. from Wellesley and in spite of her educational background, has worked in the library as a non-professional for two years, in the cataloging department. During this time she has attended Simmons, taking courses in cataloging. Both in the library and at Simmons she has proved herself to be a good, steady worker with an intellegent interest in her duties. Miss Stromdahl would like her status changed from Grade IV Max. to Grade VII (professional) Step 1, and have her be given the responsibility of the Cataloging of the Children's books. As Mrs. Jackson will be out for six months, and though she will be substituted, there will be funds to take care of this change because the substitute will not receive Mrs. Jackson's rate of pay. It was voted that Mrs. Woo be transferred to the Professional Staff and be given the increase.

Requires appvl of Tn Mgr.

Miss Dorothy Israel's qualifications for substitute Music Librarian were taken up. A graduate of Radcliffe, she has done a good deal of work in the Choral Society there as an under-graduate and worked part time in the Robbins Library in 1948 and upon graduation became Secretary to the Dean of the New England Conservatory of Music. All for whom she has worked recommended her highly. Mr. Brosnan moved that she be appointed for 6 months as a substitute for Mrs. Jackson, subject to the approval of Mr. Monahan.

appvd

A letter from Miss Perks of England, who is to replace Mrs. Finch, was read. She said that she would be able to come a month earlier in May, but that she would need a contract for her immigrant visa to show that she would be self sufficient while in this country. Miss Stromdahl is to ask Mr. Monahan for a contract.

appvd

Miss Stromdahl also requested that she be allowed to hire some one temporarily to fill in until Miss Perks arrives. It was voted that she do so.

*

During the past snow storms the roof over the cataloging room has leaked considerably. The roof was fixed about a year ago by Santini Construction Co., which at the time advised that snow not be shovelled from the roof as it had previously been done. Mr. Greim did come over

noted

* Requires appvl of Tn Mgr.

when the leaking was at its height, but nothing has been done. Miss Stromdahl is to bring the matter to Mr. Monahan's attention.

New book plates are needed. The old ones listing only first financial contributers to the library are definitely out of date. Until Miss Stromdahl can find a more desirable book plate, a rubber stamp will be used for the books.

The question of the new non-fiction which at present can be kept out for 30 days, came up, and it was decided that they should circulate for 14 days only, unless the content necessitates the longer period.

Mr. Frontano would like any money from Capital Out-lay that was not used in 1953 turned back to the Town. It was voted to turn back $6.78 from "Changes", $12.00 from the fence and $575.00 from the boiler, provided that all outstanding bills on the boiler are paid.

noted

The meeting adjourned at 11:15 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood,
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

March 8, 1954

The Board of Library Trustees met on March 8, 1954, at 7:30 P.M. in the Junior Library. Present were: Mark W. Bradford, Edmund Frost, Mrs. Molly Yood, Robert J. Brosnan, Hugh A. Mallon, Jr. and Miss Judith E. Stromdahl.

The minutes of the February meeting were read and approved with the following omissions to be added:

1. In the case of Mrs. Emily Woo, that the phrase "subject to the approval of the Town Manager", be added.

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3/15/54

2. In the case of Miss Perks, that the words, "subject to the approval of the Town Manager" be added.

It was voted that a letter be sent to Robert J. O'Reilly, Broker of Record, Town of Arlington, to renew the Fine Arts Policy expiring on April 11, the premium to be paid from income of the Robbins Print Fund.

Mr. Brosnan and Mrs. Yood reported their findings regarding the Film Cooperative presently under discussion of the Board of Trustees. Their comments included a resumé of the practices in the following libraries, Fitchburg, Winchester, Andover, Leominster and the Boston Public Library. It was moved by Mr. Brosnan that a sum of one hundred dollars be taken from the income of trust funds to be expended for film for the purpose of participating in the Film Cooperative of the Audio Visual Division of the Massachusetts Department of Education; to establish a film program on a trial basis within the library system; the Librarian to propose a program to the Board of Trustees for approval. The Board of Trustees voted unanimously in favor of this motion.

At the December meeting of the Trustees it was voted to ask the Town Manager to see whether folding chairs would be available from some other department of the town as such chairs were badly needed at the Main Library and at the East Branch. Miss Stromdahl reported that Mr. Greim had notified her that there were no chairs available from any other department of the town which could be borrowed by the library on a permanent loan basis. In as much as it is too late to include this item in this year's budget, no action was taken.

It was moved by Mr. Frost that Mrs. Yood write Mr. Chester Green, thanking him for his interest in our library as shown by his desire to contribute a subscription to the "Theosophist" magazine, but stating that the Board felt the addition of this magazine did not seem to be justified at this time. There has been no demand for the periodical and it is not included in the Boston Public Library nor in the Harvard or Boston University Theological libraries. According to the Union List of Holdings at Harvard, it is not uncluded in any Eastern library.

It was agreed by the members of the Board, pending the action of the Personnel Board on reviewing the establishment of the Classification of Music Librarian, that if the Personnel Board decided not to recommend Grade XIV for the position, that a substitute motion under the proper article of the Warrant, be submitted at the Town Meeting, provided prior approval is obtained from the Town Manager and the Finance Committee.

The purchase of the three prints, as suggested by the Curator of the Print Collection in her report of February, was approved by the Board of Trustees. It was voted that a sum of $30.00 be expended from the income of the Robbins Print Fund to cover this expense.

It was voted that the Librarian be authorized to employ, ~~subject to the approval of the Town Manager, a~~ part time typist for the purpose of assisting the Curator in cataloguing the Robbins Print Collection as recommended by the Curator in her report of January 1954, for a trial period of thirty days at a rate of pay not to exceed seventy-five cents per hour; the funds to be expended from the income of Robbins Print Fund.

App
3/15/54
Tn Mgr

The Board authorized that the new matting project, recommended by the Curator in her report of February 1954 be started at the recommended rate of about 30 prints per month, the money to be expended from the income of the Robbins Print Fund.

On Miss Stromdahl's recommendation it was voted that the Statue at the Front Entrance of the Main Library be moved so that the space could be used for much needed book displays.

Miss Stromdahl was instructed to contact the Town Manager to find out if a small desk, not in use in some other department, might be available for use in the library. Such a desk is badly needed in one of the work rooms.

The meeting adjourned at 10:30 P.M.

Respectfully submitted,

Hugh A. Mallon Jr.

Hugh A. Mallon, Jr.
Acting Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

April 12, 1954

A meeting of the Board of Trustees of the Robbins Library was held on Monday, April 12, at 7:30 P.M. in the Junior Library. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the March meeting were read and accepted.

A letter from Mrs. Charles W. Riley, a former resident of Arlington, was read, in which she thanked the library for all past favors. She commended the library for the quality of the books and the friendliness and courtesy of the staff.

A letter from Mr. Golden was read. He enclosed a copy of Article 46 in the Town Warrant, accepting the gift of money left by the late Louise S. Gruber, the interest to be used for books preferably for the Arlington Heights Branch. It was voted that a copy of the will be obtained so that the money could be expended according to her wishes. It was also agreed that the Secretary send a note of thanks to her heirs.

A letter from the Board of Selectmen was read inviting the Trustees to participate in the Patriots' Day Celebration at Town Hall.

Mr. Bradford reported on his meeting with Mr. Monahan and Mr. Mansfield in regard to establishing the position of Music Librarian in the classification and pay plan. The Trustees agreed that it would probably be well to approach Mr. Monahan again in July in regard to the establishment of this position.

The question of the classification and pay plan came up for discussion. A sub-committee consisting of Mr. Bradford and Mr. Frost was appointed to study the matter and consult with Mr. Monahan.

Miss Stromdahl reported that because of delay in travel procedures, Miss Perks, whose appointment has been approved by Mr. Monahan, will not be able to assume her duties on May 1, as she had planned, but felt quite sure whe will be able to be here by June 1.

Miss Stromdahl presented copies of the pen and ink etching of the library used during the 60th Anniversary celebration; the trustees would like to use this print for a new book plate which is being planned. Miss Stromdahl is to contact Prof. E. B. Petry who made the original print, to see if he would like to set up the new book plates. It was agreed to include the names of the founder of the library, Dr. Ebenezer Learned, 1835 and Maria Robbins, who gave the library building in memory of Eli Robbins in 1892.

A resumé of the television broadcast in which 12 members of the Arlington High School Book Reviewers Club participated was given by Miss Stromdahl. The program was conducted on April 9, with Mrs. Hynson and Miss Richmond taking part also. The students were interesting and performed very well. Miss Stromdahl said that since this event many more students are anxious to join the reading group.

It was reported that Mr. Greim was quite sure that when new desks are purchased for Town Hall offices, one of the old ones will be available for use in one of the library work rooms.

In going over the Librarians report it was noted that during the month there has been a big gain in circulation in all departments but the hospital and music. It was also noted that there are now 15,095 active card holders, which means that approximately one out of every three townspeople currently possesses a library card. Miss Stromdahl mentioned that according to A.L.A. standards, this is an unusually high percentage.

Mr. Bradford mentioned being contacted by a borrower of the Music Dept., who felt that not enough 78" records are available and that the collection catered to owners of 33 1/3" record players. Miss Stromdahl pointed out that 78" records break more easily and that they require more storage space. They are also not as easily available as formerly. As there are no definite figures on how many people request 78" records, it was decided to instruct the music librarian to purchase copies in 78" (if possible) of the most popular 33 1/3" and to compare the circulation. Statistics are to be kept for future purchasing guidance.

In the matter of prints being borrowed by the Robbins Print Collection from other collections. Mr. Mallon suggested that the Curator check with the loaners to see if they are properly covered by insurance while the prints are in our possession.

Miss Stromdahl was authorized to proceed with the necessary steps to purchase the items in the budget, as authorized by the Town Meeting.

Mr. Mallon and Mr. Brosnan, the sub-committee on lighting, are to contact the Thompson Engineering Company and bring in a report at the next meeting for further discussion by the board in preparation for submitting recommendations to Mr. Monahan.

At the suggestion of Mr. Brosnan, the secretary was asked to write a letter to Mr. Lord congratulating him on the centennial celebration and the service that the Boston Public Library is rendering.

Miss Stromdahl brought up the question of summer hours. Closing at least one evening during the summer months in addition to the customary Saturday, was discussed. Before such action was taken, however, the Trustees felt that a record should be kept this summer of the number of people who used the library in the evening and a check made of the slowest evenings, so that plans may be made for the following summer.

The meeting adjourned at 10:00 P.M.

Respectfully submitted,

Molly F Yood

Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

May 10, 1954

A meeting of the Board of Trustees of the Robbins Library was held on May 10, 1954 in the Junior Library at 7:30 P.M. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Judith E. Stromdahl, Librarian.

The minutes of the April meeting were read and accepted.

Miss Stromdahl reported that she had written to Mr. Petry about the book-plates and since he can be reached only by mail, it will probably take a little while longer to get his answer.

Mrs. Yood mentioned that she and Miss Stromdahl had been talking about a tea to be held in the fall, for those interested in the library; the staff would be present to answer questions and act as guides. The Trustees thought it would be a gracious act. Mr. Bradford appointed a committee of Mrs. Yood and Miss Sampson to take charge of it.

A letter from Mrs. Hynson was read in which she asked for a month's leave of absence, in addition to her vacation, so that she could attend classes at Simmons College. She is working for her Master's Degree in Library Science and feels she can do a far more satisfactory piece of work if she can be free for study. The Trustees thought that since Mrs. Hynson's duties with the Young People were lighter in the summer, if Miss Stromdahl could arrange a schedule that would not be too burdensome to the others, and if Mr. Monahan approved, they were heartily in favor of encouraging Mrs. Hynson.

A letter from Thelma Benshimol was read in which she tendered her resignation as of June 1, 1954 and expressed her regret at leaving. Her resignation was accepted.

Miss Harriet Taylor, Head Cataloguer at the library offered her resignation to be effective June 15. She dislikes leaving but feels that she should broaden her library experience and so has accepted a position in the reference services of the New York Public Library. Her resignation was accepted with regret by the Trustees.

Miss Stromdahl reported that the roof as yet has not been repaired. She has contacted Mr. Monahan, who in turn again approached the Davidson Company, requesting that the matter be attended to. Since the leak in the roof was considered an emergency last fall, the trustees hope that the Davidson Company will attend to the matter and begin work at a very early date.

Miss Stromdahl reported that the Arlington Jewish Community Center wishes to present the library with gifts of books and records amounting to $25.00, and asked Miss Stromdahl for suggestions. This gift is a token of their appreciation for the use of a room at the Dallin Branch for their classes.

It was reported that Mr. Ernest Moore also had mentioned that the Masons wish to present the library with a collection of books on Freemasonry, a gift which will be accepted with pleasure.

According to Miss Stromdahl, Mr. Caterino hurt his back while working and has a ruptured disc. An accident report along with the doctor's bill has been sent to Mr. Monahan. An operation was advised, but Mr. Caterino has decided to wait awhile.

Mr. Brosnan and Mr. Mallon gave a detailed report on the meeting that they had with Miss Stromdahl had with Mr. Thompson on lighting on April 20. A complete job will cost $8,750. If half of it is done now and half at a later time, each half will cost 65 p.c. of the total, so that a complete job will ultimately cost 130 p.c. of the $8,750. Mr. Thompson suggested that a combination of the incandescent and the fluorescent light be used in the library. He has done the lighting for many libraries and among them Widener and Baker at Harvard and the library at Northeaston, which Mr. Brosnan and Mr. Mallon visited. Mr. Brosnan and Mr. Mallon then explained how and where Mr. Thompson proposes to make improvements and changes. The Board asked the subcommittee to secure specifications from Mr. Thompson to present to Mr. Monahan. Since we have approximately $4,800 to use on lighting, $3,600 of which will be reverted to town funds if not used this year, the trustees felt a start on the lighting should be made this year.

Mrs. Hunter, a candidate for Miss Taylor's position, was interviewed by Miss Stromdahl and Mrs. Yood. On interview she seemed capable and pleasant, but since her recommendations had not been received as yet to present to Mr. Monahan, no recommendations about her could be made to the Town Manager.

The meeting adjourned at 10:25.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

June 14, 1954

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library at 7:30 on June 14, 1954. Those present were: Mark W. Bradford, Robert J. Brosnan, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Judith E. Stromdahl, Librarian.

The minutes of the May meeting were read and accepted.

Mr. Bradford reported that he had written to Mrs. Adams of the Organization, Theta Epsilon, accepting an offer of a Ceiling Projector and expressing the appreciation of the Trustees. Miss Stromdahl added that the group was also including $70.00 of film and more would be added when funds were available for such use. The Trustees were of the opinion that the gift should be publicized through the newspapers so that the residents of Arlington will know that the library has such a Ceiling Projector that could be borrowed and be used in the home.

Mr. Bradford reported that he and Mr. Frost had an appointment to meet with Mr. Monahan to discuss pay classifications for the library staff.

Miss Stromdahl reported that 200 library books were lost in the Crosby School fire and that Mr. Monahan has requested a list of the books with their replacement value for the insurance company. Miss Stromdahl brought to the attention of the board that some of the books, though not valuable, were out of print and to replace them in the same fields would probably cost more than the original prices.

The roof is finally being fixed. Mr. Monahan is to have the proper officials check the work to see if it meets specifications. If it does, Mr. Monahan will have the bill of $2,500, which has been rendered by the roofing company, approved for payment and returned to the trustees.

Miss Perks has arrived from England and has been working for two weeks. She has taken hold very nicely and has adjusted herself very easily to the library routines.

Mrs. Hunter, whose credentials from Simmons were received and which were excellent, and whose appointment has been approved by the Town Manager, will begin work on August 31.

The driveway leading to the Junior Library was discussed. Not only is it ugly, but it is also hazardous. Miss Stromdahl was instructed to contact the Public Works Department, to find out how much it will cost to cover the driveway with gravel. It was pointed out that the Park Department used the driveway considerably to care for the grounds at the Robbins House and those adjoining the library and Town Hall.

Mr. Brosnan and Mr. Mallen reported progress in the matter of lighting. They have been doing further investigation in the matter and will go ahead with procuring specifications to present to the Town Manager.

A lecture course on the History of Modern Music to take place in October and November was brought up. The Board was in favor of this series of lectures; However they decided to delay the matter until the July meeting to give Miss Stromdahl time to work up a broader and more diversified program.

The work room downstairs needs a radiator. The Catalogue room has one not in use. Mr. Brosnan suggested that an estimate be obtained to ascertain the cost of installation. After receiving the estimate, Miss Stromdahl is to proceed through the Town Manager. This suggestion was approved by the Board.

The next meeting of the Board of Trustees will be held on the usual 2nd Monday of the month.

The Board expressed their best wishes and pride to Miss Stromdahl on her installation as President of the Massachusetts Library Association for the coming year.

The meeting adjourned at 10:20.

Respectfully submitted,

Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

JULY 12, 1954

A meeting of the Board of Trustees of the Robbins Library was held on July 12, 1954 at 7:30 P.M. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl.

The minutes of the preceding meeting were read and accepted.

A letter was read from Mrs. Kahan, president of the Arlington Chapter of Hadassah, thanking us for the use of the rooms downstairs for their meetings during the past year. Another letter from the same organization was read requesting the use of a room for a youth group which they hope to form next year. The latter was referred to Miss Sampson.

Miss Anna Barnes of the treasurer's office, informed us that the $2,000. bequeathed to the Library by Louise Gruber was deposited in the North Avenue Savings Bank at 3 1/4 p.c. interest.

Mrs. Birgit Shell, in a letter, offered her resignation to the Board, to take effect in August. She has enjoyed working as Curator of the Robbins Print Collection, but as she is to have a baby soon, she will not be able to continue. As her work has been above standard in every respect, her resignation was accepted with regret. Mrs. Lavin, the preceding Curator of Prints, who has spent the past year in Europe, wrote almost simultaneously, seeking her former position and saying that she would be available in mid-October. Her work had always been most satisfactory. Miss Stromdahl was asked to write to her to tell her we would be delighted to have her back.

Mr. Brosnan reported on the meetings that he and Mr. Mallon had with Mr. Monahan and Mr. Thompson on the lighting. Mr. Monahan approved action to date and stated that it would be all right to go ahead with the plans if we keep within the budget. The Lighting Committee (Mr. Brosnan and Mr. Mallon) were asked to arrange with the Thompson Engineering Company to draw up preliminary specifications for the rotunda, the Youth Room, the Librarians office, the corridor, and wiring for the main reading rooms which will be presented to Mr. Monahan, Miss Stromdahl and the Board for their approval, these specifications to be ready in a week. The cost for the job will be approximately $3,854. As we have $3,622.93 available for lighting, it will be necessary to use approximately $232.07 from Funds. After the plans have been checked, revised and approved, the Thompson Engineering Company will draw up final specifications which will be sent to the Town Manager's office for bids. It will take from 2 to 3 months for the work to be completed. The engineering fee for this part of the work will be 15 p.c. of the cost if, as estimated, the total figure is under $4,000. When we are ready to have the Reading Room done, it will be 10 p.c. if, as estimated, the total figure for that work will be over $4,000.

Mr. Bradford and Mr. Frost reported on their meeting with Mr. Monahan on July 8 to discuss the possibility of withdrawing the professional

staff from the classification and pay plan. Mr. Bradford said that Mr. Monahan advised against this proposal because it would be politically unwise. Accordingly, it was decided that we should proceed to study what adjustments, if any, should be sought in staff salaries within the existing classification and pay plan. In this connection it was suggested that additional current figures be assembled indicating salaries being paid by libraries of comparable communities in this area. These statistics will be available for Mr. Monahan as well as for the Board. Mrs. Yood was appointed to work with Miss Stromdahl on this project to report at the August meeting, if possible.

Mr. Bradford and Mr. Frost reported discussing the vacation schedule of the Staff with Mr. Monahan in their meeting with him on July 8.

Mrs. Yood was asked to write a letter to Mr. Monahan asking that the position of Music Librarian be created and be placed in Grade XIV, stating the duties and qualifications for the position. Mr. Monahan had suggested at a meeting with Mr. Bradford on March 10, that this be brought to his attention in July.

Mr. Bradford reported that Mr. Petry met with him to discuss preliminary sketches for the bookplates. Mr. Petry is proceeding to prepare a finished drawing on the basis of a sketch incorporating suggestions made by Mr. Bradford and it is understood the finished drawing will be ready for the August meeting.

Miss Stromdahl reported that a bad leak in the roof over the Catalogue Room occurred during the rain storm of June 28. This was immediately reported to Mr. Monahan who sent Mr. Johnson over to see what action should be taken. Mr. Johnson arranged for temporary repairs and asked Miss Stromdahl to contact Santini Sons, Inc., the firm which had been responsible for the new roof over the catalogue room some year and a half ago. A letter from Santini Sons, Inc. stating the need of enlarged holes to drain water away more efficiently was read. The cost for repairs was estimated at $250. This letter was referred to Mr. Monahan for action as this work properly belongs to the Maintenance Department.

Miss Stromdahl reported that Mr. Caterino is still out. His absence plus vacations have made the library Janitorial Staff extremely short-handed. Miss Stromdahl was instructed to submit the problem to Mr. Monahan.

Miss Stromdahl reported that the Starr Book Company bought some books that had been given to the library - the library keeping only those that it could use. The Starr Book Company sent a check of $20. for the books but suggested that it be used to establish credit towards the purchase of other books. The Trustees felt that the money should be turned back to the Town.

The janitors requested a lawn sweeper which would cut down on the time that they spend caring for the grounds. Such a sweeper would cost about $30. It was felt that one could be bought from money coming

out of Buildings and grounds if Mr. Monahan approves.

The gift of a Ceiling Projector along with 25 books of film was received from Theta Epsilon, and the secretary was instructed to write a letter of thanks to this group. Since it is an expensive machine, it was felt that it should be insured. Miss Stromdahl is to ask Mr. Monahan for the proper procedure in requesting insurance for it.

Miss Stromdahl reported the gift of a coffee maker by the Arlington Junior Women's Club for use of clubs using the library halls.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

(COPY)

July 21, 1954

Mr. Edward C. Monahan, Town Manager
Town of Arlington
Arlington, Massachusetts

Dear Mr. Monahan:

On March 10, at a conference with Mr. Bradford, Chairman of the Board of Library Trustees, when the position of Music Librarian was under discussion, you suggested that the matter be brought to your attention again in July.

Accordingly, at the meeting of the Board of Trustees, held on July 12, it was voted that a letter be sent to the Town Manager with the request that the position of Music Librarian be created and placed in Grade XIV - (minimum $3,115.50 - maximum $3,689.00) of the Town Classification and Pay Plan.

We are enclosing a description of the qualifications necessary for this position. We are also including a personnel report on the staff member who is serving in this capacity at the present time. The Robbins Library is peculiarly fortunate in having her services and it is the hope of the members of the Board of Trustees that she can be persuaded to remain for some time to come.

Sincerely yours,

(Mrs.) Molly F. Yood
Secretary

MFY/mb

MUSIC LIBRARIAN

1. QUALIFICATIONS

1. Music Librarian must have a thorough knowledge of music theory, appreciation and literature, plus proficiency in the playing of an instrument.
2. She must have training in the theory and techniques of library science (Degree from an accredited Library School)

2. DUTIES

1. Recordings
    - a. The Music Librarian is responsible for the selection of all music materials which includes the purchase of recordings, scores, librettos, etc. She must examine dealers' stocks and publishers' displays to determine where best to place orders and it is her duty to search for difficult trade bibliographical information and to appraise highly specialized materials.
    - b. She is responsible for the Cataloging of all materials, which involves a knowledge of composers, artists, music forms and musical media. Assigning of subject headings and determing subject analytics for cataloging forms is required. She supervises the typing of highly detailed cards for the music catalog, and the filing of such cards. She is responsible for maintaining continued supervision of music catalog for accuracy, consistency, and condition.
    - c. The Music Librarian has the responsibility for the preparation of albums, single recordings, scores, librettos, music magazines and other materials for circulation. This includes typing and pasting book pockets, affixing property labels and instruction sheets in albums and magazines, and marking albums with their class numbers.

2. Books

   a. She evaluates and reviews books at book meetings, and recommends the purchase of both music and art materials in order to maintain an up-to-date and well-balanced collection.

3. OTHER Materials

   a. She is responsible for the building up of a collection of audio-visual materials and equipment. She uses and recommends necessary measures for the upkeep of high fidelity equipment and other audio-visual aids.

4. Circulation Work

   a. The Music Librarian is responsible for the circulation of all materials, including the issuing of overdue and reserve notices, and receiving and recording of fine money.

   b. She prepares statistical reports monthly and yearly, and upon request.

   c. She supervises work of assistants.

5. Concerts and lectures

   a. The Music Librarian plans and presents recorded music programs for both adults and children.

6. Publicity

   a. The Music Librarian plans and supervises all publicity dealing with the department.

7. Reference Work

   a. The Music Librarian answers all reference questions dealing with the fine arts and compiles bibliographies of materials in special fields.

   b. She supervises use of equipment in the Music Department by the public.

   c. She compiles lists of materials available, for distribution to the public and for other departments of library.

8. Art and Music Room

   a. The Music Librarian is responsible for the shelving and orderly appearance of all materials and of neatness and order in Music Room.

NAME: Rita Zakarian Jackson
ADD: 21 Chardon Road, West Medford, Mass.
TEL: My 8-9247

EDUCATION

Radcliffe Graduate School - completed residence for Ph. D. in anthropology
languages used were French, German, Russian
1947-50

Jackson College (Tufts) A.B. - Major - sociology. Minor - English 1945-47

Cambridge Junior College A.S. - Major-biology. Minor - English 1943-45

Burdett Business School - Executive Sec. May - Aug. 1943

Watertown High School - Dip. 1943

Courses in Sociology at Boston University and in Library Science at Simmons College and through the University Extension

Music theory, instrumental and vocal

Instructors: Ethel Rose Mason of the Conservatory of Music
Thompson Stone of Tusts College
Carl Geiringer of Boston University

Private lessons in languages: Armenian and Turkish - Monseignor Kogy
Russian - Mrs. Vera Freund

LIBRARY EXPERIENCE

Robbins Library, Arlington - Music Librarian 1951 - to date

Parlin Memorial Library - Library assistant working with music 1950-51
Everett, Mass.

OTHER EXPERIENCE

Russian Research Center - Harvard University - Completed a one year research project on Soviet Middle East - 1948-49

Institute for International Affairs - MIT - project of Soviet Near East - 1952

Industrial Research Dept., MIT - Market research - 1948

Various research and market research survey jobs - directed such projects as given by Alderson and Sessions, McGraw-Hill, Barney Co., Van Camp Foods, etc. (Ref. at Mrs. Street - B.U. Placement Service)

Editor of Children's Record Catalogue - Selected, annotated, graded material included - 1951 (Warren S . Freeman, Editor-in-Chief)

OTHER EXPERIENCE (Cont.)

Translation work - Armenian, Russian, French
(Complete ref. at Radcliffe Appointment Service)

Lectures on Anthropology and Near East - at Colleges - Harvard, B. U., many private engagements (Urban League of Boston, North Shore Library Club) 1948 -

Field work done from Tufts at North Bennett Street Industrial School, Fernal School, Danvers, Butler, Bridgewater State Farm, etc.

THE MUSIC DEPARTMENT

ROBBINS LIBRARY

When the Music Department was organized, in October 1951, Mrs. Rita Zakarian Jackson was placed in charge. Under her guidance an excellent collection of records and other music materials has been developed. Through her alertness and experience in buying, taking advantage of sales, close-outs, etc., savings amounting in some cases to 60 and 75 % per album have been effected.

Not only is the collection an excellent one, but under Mrs. Jackson's direction it is being catalogued according to most modern and efficient methods. Catalog entry cards have been made to enable the public to secure manimum use of each album. Every album requires a minimum of 7 entries; in many cases 40, 50 and even 100 reference cards have been made for one album. These entries include title cards, composer cards, cards for artists, medium of presentation, conductors, instruments, types of music involved, etc.

In 1952, the circulation of record albums amounted to 9, 875, while in 1953 the public borrowed 14,441 albums, an increase of 4,566. This is an outstanding record.

Included as an important part of the Music Librarian's duties is the answering of questions relating to music and art. In 1953, the librarian looked up information for 2,490 such requests.

The success of any Music Department depends in large measure on the librarian and her training. In Mrs. Jackson, the Robbins Library has an unusual person who knows her music and recognizes the place of the music department in the program of the library; she is keenly interested in the public and in meeting, in so far as is possible and reasonable, the demands made by the public on the department.

That music service such as can be given through the public library was needed in the community has been clearly demonstrated through the use the citizens have made of the department. This use has been increased still further by the excellent public relations program carried on by Mrs. Jackson.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

August 9, 1954

A meeting of the Board of Trustees of the Robbins Library was held at 7:30 P.M. on August 9, 1954 in the Jr. Library. Those present were: Mark W. Bradford, Robert J. Brosnan, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceding meeting were read and accepted.

Miss Stromdahl brought to the attention of the Trustees the fact that a guard rail on the roof had been added over the door of the entrance to the Main Library by the roofers, but not over the door of the Junior Library. She was advised to bring it to the attention of Mr. Monahan.

Miss Stromdahl reported that Mr. Caterino is still out. He has used up his sick leave and his vacation and is now on Workman's Compensation only. He has been a conscientious worker and Miss Stromdahl is confident that he will be back as soon as he is able. However, should he not return by September 1, the library will be short-handed and Miss Stromdahl asked if she could ask for a temporary replacement until he can return. Miss Stromdahl was told to take the matter up with Mr. Monahan.

A letter of resignation was read from Mrs. Emily Woo. She stated that she enjoyed the three years she worked in Arlington but that the Wellesley Free Library made her an unusually attractive offer and she felt she couldn't refuse it. She has been an able, painstaking cataloguer. It was voted to accept her resignation with regret.

A letter from Street and Company, a New England fire rating Insurance Company, was read saying that the fire door between the East Branch and the adjoining property was not approved. The letter advised that this matter be taken care of at an early date and expressed the thought that the fire rate would probably be lower, as a result. Miss Stromdahl was asked to refer the matter to the attention of Mr. Monahan and to write a letter to the company saying that she was doing so.

Mr. Brosnan and Mr. Mallon reported that nothing more has been done on the lighting because the preliminary specifications have not been returned from the Town Manager's office. Final plans by the Thompson Co. cannot be drawn up until the preliminary plans have been O.K'd.

Mrs. Yood presented the salary figures of professional librarians from libraries of nearby Towns as she and Miss Stromdahl had found them in their investigation of possible salary changes for the professional staff. The board felt that further investigation and additional figures would be needed, such as the assessed valuation of the towns, library expenditure per capita, library service per capita, turnover in personnel because of low salary scale, the number of registered borrowers, and the circulation figures. It was felt that should salary changes be expedient at this time, a reclassification of the salary scale would be necessary. Mr. Brosnan was appointed to serve on this committee along with Mrs. Yood and Miss Stromdahl, the committee to bring in the necessary data for the next board meeting.

It was voted to send a letter to Mr. Monahan asking him if it would be possible for him to attend a board meeting on September 16 or if this date is not convenient, to suggest another date to discuss the budget and possible salary changes with the board.

Mrs. Yood reported on the plans that she and Miss Sampson made for the tea to be given in September to acquaint representative citizens of the town with the services offered by the library. The tea is to take place September 12, the expenses to be taken from trust funds. The Board discussed and approved further plans.

During the rebuilding of the Crosby School and while the two platoon system is in effect, Mrs. Colcord would like the East Branch to be open every morning and to be closed one of the evenings. In spite of the fact that the library will be open 13 more hours, there will be no increase in total staff hours. The Board approved the proposal and commended Mrs. Colcord's foresightedness in this emergency. The new hours are to be from 9-6 daily, plus 7-9 Monday and Friday evenings.

The East Branch needs a new catalog case. It costs about $360. Miss Stromdahl can purchase the demonstration catalog case to be used at the October meeting in Swampscott of the New England Library Association at a 10 p.c. discount. This can be billed at any time. Mr. Brosnan is to check to see if he can get more than 10 p.c. off. It was suggested that Miss Stromdahl consult Mr. Monahan in regard to this expenditure.

The Circulation department needs a 4 drawer legal or letter size vertical file for the work room. They are about $100. new. Mr. Brosnan is to look into the possibility of securing a reconditioned one at a lower figure.

Mrs. Shell in her July report, suggested that the workroom for the print curator be fixed up after her leaving and before Mrs. Lavin arrives. The ceiling and walls should be painted and the work table either refinished or covered with linoleum. The Trustees went upstairs to see the condition of the workroom and were in perfect agreement with Mrs. Shell. They also felt that new window shades were needed. Miss Stromdahl is to ask Mr. Monahan if it is possible since the room is part of the library for him to take care of the work while the Art Funds pay for it.

While upstairs the trustees viewed with dismay the condition of the ceilings on the third floor. In many places large pieces of plaster have fallen from the ceiling, due to the seepage of water from the roof. Now a whole new ceiling will be necessary.

The meeting was adjourned at 11:20.

Respectfully submitted

Molly F. Yood

Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

September 12, 1954

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library at 7:30 P.M. on September 12, 1954. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceding meeting were read and accepted.

Reports on old business were made. Miss Stromdahl reported: 1. That Mr. Monahan would take the matter of the guard rail over the roof of the entrance of the Junior Library under consideration. 2. That Mr. Caterino is back at work, although he can't do any heavy lifting at the present time. 3. That Mr. Thompson's secretary sent a note on September 2, saying that Mr. Thompson was on his vacation and that as soon as he returned on the following week, he would attend to the plans for the lighting in the library.

It was also reported that Mr. Monahan appreciated the Board's offer to dispense with the meeting on the 16th until a later date in September.

Satisfaction was expressed by members of the Board, with the Open House and Tea held on Sunday afternoon, September 12, to which Town Officials, Heads of Departments, and of cultural, civic and fraternal organizations as well as the clergy had been invited.

Mrs. Yood was instructed to write a letter to Staff, commending the members for the splendid work they did in preparation of the Tea and the Tea itself. She is also to write to the Garden Club to thank them for the flower arrangements provided for the occasion.

A letter from Mr. Monahan was read stating that consideration would be given as promptly as possible, to the trustees' request that the position of Music Librarian, Grade XIV, min. $3,115.50 - Max.$3,689. be created.

According to the Public Works Department, the driveway on the library property can be repaired with gravel for approximately $75. In spite of the fact that only $800. is left in the budget for Grounds and Maintenance for the remainder of the year, the trustees voted that this should be done, if the Town Manager approved, since the condition of the driveway now is hazardous and the library has received many complaints about it.

During a discussion of the 1954 budget it was brought out that the following items provided for in the budget had been referred to the Purchasing Department at Town Hall, but had not as yet been acted upon.

1. Repairs and pointing up of stairs at front entrance - $450.
Requisitioned June 17.

2. Painting trim of Dallin Branch - $200. Requisitioned June 17.
3. Plumbing in Janitor's quarters - $350. Requisitioned June 17.
4. Painting Print Room - Requisitioned August 16. (To be taken from Art Fund)

The above repairs are badly needed and the board felt that in the best interest of public safety the stairs especially should be given prompt attention, in as much as several people had recently reported that they had stumbled on them, one fall resulting in a sprained ankle. The Board also was concerned because none of these funds can be carried over into 1955.

Miss Stromdahl reported that Mr. Greim had arranged for the repair of several windows through which rain had leaked in during the past storms.

The meeting recessed for an hour when the Board of Selectmen along with Mr. Monahan, Mr. Nicksay and Mr. Robie arrived. Mr. Bradford conducted the group on a quick tour of the library, pointing out what is being done, what the library hopes to do, and how much has been accomplished. The Board and Miss Stromdahl were very pleased to have these very busy men spend some of their valuable time for this purpose as it showed a definite interest in the library and its many facilities.

In the budget, $450. was allotted for shelving for the supply and historical rooms. This amount was to pay for the materials, only, as Mr. Caterino had agreed to build the shelves. Now that Mr. Caterino is unable to do this and the shelves are badly needed, the Board authorized Miss Stromdahl to proceed along lines she had discussed with Mr. Greim of the maintenance Department, namely to build as many shelves as possible using the money available for materials and labor, the work to be done by a Town carpenter, this action, of course, being subject to the Town Manager's approval.

Mr. Leary has already said that a radiator in the Catalog Room can be transferred to the work room, which is at present very cold, for $50. The Board voted to have this done subject to the approval of the Town Manager.

As in the past year, it was voted that the magazines go out on bid.

A discussion of the Classification and Pay Plan then followed. Figures from other towns were brought in, the raising of the classification of the professional help was discussed, but no definite conclusions were drawn. Since the hour was late, it was voted to resume the matter until September 23, when the budget for 1955 will also be brought up.

The meeting adjourned at 11:45.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

MINUTES OF THE MEETING of the BOARD OF TRUSTEES

+26

September 23, 1954

The Board of Trustees of the Robbins Library met in the Junior Library on September 23, 1954 at 7:30. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

A letter of resignation from Mrs. Signe Hynson was read. In her letter she stated that she regretted leaving Arlington, but as she was offered a salary of $4,000. in Weston, she felt that she could not afford to refuse. Her resignation was accepted with regret.

Mr. Frost reported that Mr. Keefe is willing to look into Art Fund money and find out if a court ruling can be obtained so that funds can be used to make the prints accessible to the public.

The budget for 1955 was then taken up. Only budget figures for items other than salaries were discussed.

The meeting recessed until 3 P.M. on September 26, when all but Mr. Mallon were present. It was at this meeting that the budget for personnel was taken up.

It was agreed at this time that though the library was losing its key people to other libraries offering more money, it would not be advisable to ask for a change in the classification of the library employees, but to consider it again next year. It was hoped that those who have reached their maximum for some years would be content for the present. The increases of those who had not reached the maximum in their grades were then arranged.

The meeting adjourned at 6:15 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

Minutes of the Meeting
# of the
Board of Trustees

October 18, 1954

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library at 7:45 P.M. on October 18, 1954. Those present were Mark W. Bradford, Edmund L. Frost, Mrs. Molly F. Yood and Judith E. Stromdahl, Librarian.

The reports of the three meetings held in September on the 13th, 23rd, and 26th, were read and accepted.

A letter of resignation from Miss Eveleth, head of the Circulation Department, effective January 15, 1955, was read. She regrets leaving but family problems make it necessary for her to return to her home in California. It was voted to accept her resignation with regret.

A letter from Mr. Monahan, was read, in which he reported the action of the Selectmen in approving his recommendation creating the position of Music Librarian, Grade XIV. The Board expressed its pleasure that the Town Manager had taken this action and that the position had been created.

Miss Stromdahl reported that the stairs at the front entrance were in the process of being repaired. $450. was appropriated for the job in the 1954 budget. According to Mr. O'Hara the cost would be nearer $1800. In spite of this, the Town Manager directed Mr. O'Hara to proceed with the repairs. When Miss Stromdahl discussed the matter of payment with him, the Town Manager suggested that finances could wait until completion of the job. He agreed that perhaps the $308. left from the boiler repairs in Capital Outlay could be transferred. In the process of repairing the stairs, one of the lamposts fell over; the bolts holding it were found to be corroded. Mr. O'Hara made the necessary arrangements to have both posts reset.

Miss Stromdahl reported that the painting of the trim at the Dallin Branch had been put out to bid by the Town Manager's office. The lowest bid was $25. in excess of the $200. allotted for this purpose. It was voted to go ahead with the painting.

It was reported that the Thompson Engineerring Company had not sent in the final plans and specifications for the lighting, but promised that these specifications would be mailed to the library on the 20th.

Subject to the approval of the Town Manager, the Board appointed Mrs. Rita Jackson, Music Librarian, Step 1, Grade XIV. This appointment is to be effective as of October 16.

As requested by the Board at its last meeting, when the budget for Personnel was taken up, Miss Stromdahl reported she had sent a letter to the Town Manager requesting that the position of Young People's Librarian be created and established in Grade XIV. Along with the request she included the qualifications of the position, herewith attached.

The figures of the 1955 budget were then re-checked and approved. The contract for the magazine list was awarded. Though the New England News was $28.95 lower than Herman Goldberger's price of $898.70, it was voted to retain the latter who had done a very satisfactory job last year. It was felt that the transfer would entail a loss of service and create more work for the staff than the amount of money involved.

Miss Stromdahl reported that the painting of the Print room had been referred back to the Board from the Town Hall. Miss Stromdahl was asked to get some bids for the next meeting.

Miss Stromdahl also presented an estimate of $534. from Mr. Button for a wash basin in the Print Room. The Board felt this was too high and asked her to get additional estimates before any decision was made to have this work done from Print Collection Funds.

Miss Stromdahl recommended that the Board purchase a painting, from Funds, to hang over the fireplace in the Junior Library. The Board agreed with her a picture would add beauty to the room and create interest on the part of the children. However, the Board felt it would be better to delay a decision until a meeting when all members were present.

Mrs. Yood reported on her interview with Mrs. Esther McQuaid for the position of Senior Assistant in charge of work with Young People. Mrs. McQuaid has excellent recommendations and a good deal of experience, a pleasing personality, and is willing to take the course at Simmons in Young People's work.

The Board voted that subject to the approval of the Town Manager, Mrs. McQuaid be hired as Senior Assistant, Grade IX, maximum rate, with the understanding that if the request of the Trustees is granted and the position of Young People's Librarian is created by the Town Manager, Mrs. McQuaid will automatically be placed in the new grade.

The Meeting adjourned at 10:10 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

November 8, 1954

A meeting of the Board of Trustees of the Robbins Library was held on November 8, 1954 at 7:30 P.M. in the Junior Library. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceding meeting were read and accepted.

Young People's position

Mr. Bradford reported that Mr. Monahan suggested that the Trustees refer the matter of the creation of the position of Young People's Librarian to the Personnel Board. A letter including the duties and qualifications of the Young People's Librarian has been written and sent to the Personnel Board.

Mrs. Jackson

A letter from Mrs. Rita Jackson was read, thanking the Board of Trustees for her recent leave of absence as well as for its efforts in having the position of Music Librarian created.

State Dept. of Labor & Indus.

A letter from the Commissioner, Ernest A. Johnson of the Massachusetts State Department of Labor and Industries was read in which he listed minimum wage rates per hour of electricians (3.00), carpenters (2.75), painters (2.50), truck drivers (1.94 1/2), common laborer (2.07), men who will be used in the reconstruction of the lighting in the library. Miss Stromdahl was requested to send this letter to Mr. Monahan's office.

Lighting Spec. for Bids

Regarding the lighting, Mr. Monahan requested that Miss Stromdahl contact Mr. Purcell so that he could clear the specifications. Mr. Purcell assured Miss Stromdahl that he could do so by November 8, and that the advertisement for bids would go out this week. In view of the fact that the Trustees referred this matter to the Town Manager's office in July, the Trustees hope that the remaining steps can be taken without further delay.

Paint Print Room

Pursuant to the instructions from Mr. O'Leary, Miss Stromdahl presented bids for the painting of the Print Room and Gallery. The award of bids is waiting further clarification.

Mrs. Lavin in her reports suggested many costly projects in connection with the print collection.

Mr. Brosnan made a motion that the chairman appoint a committee of three qualified people to bring in recommendations for long range planning pertaining to the Robbins Print Collection. This motion was passed.

T.M. changes 1955 Budget

Mr. Bradford then reported on his and Miss Stromdahl's meeting with Mr. Monahan in regard to the budget for 1955. The Trustees noted the changes incorporated in Mr. Monahan's recommended budget, and discussed each one in detail. It was decided by the board to ask the Town Manager to reconsider his cuts and to see whether the following could not be restored: books, electricity, and an additional assistant.

Funds

It was pointed out that up through October, $1,750.12 has been spent from Funds for the maintenance of the building while the total income of 1953 from funds was $2,190.24, $428.74 of which is designated for the purchase of books.

Branch Closing

Miss Stromdahl asked if the branches could be closed one day a week to provide for days off. At the present time assistants from the center are being sent to the branches to cover these periods. The result is that the Main Library is even more short-handed. The Dallin branch is especially hard pressed because Miss Whitman has no full time assistant in spite of her increasing circulation. The Trustees recognizing the feeling of the community in regard to library service, would dislike to curtail these services in any way and therefore decided against action at the present time.

The meeting adjourned at 11:10.

Respectfully submitted,

Molly F. Yood

Molly F. Yood
Secretary

YOUNG PEOPLE'S LIBRARIAN

I am herewith recommending Mrs. Esther McQuade for the position of Young People's Librarian to replace Mrs. Signe Hynson who resigned on October 1.

Mrs. McQuade is a graduate of Boston University and has been a member of the Staff of the Medford Public Library for 20 years. Her work has been varied, a general assistant, Branch Librarian in two Branches and for the past few years she has been in charge of the work with Young People.

She has been highly recommended by Miss Mary Davis, former Librarian of the Medford Library and by the present Librarian, Miss Helen Forsythe. Miss Stromdahl has known of her work for the past six years or so.

Mrs. McQuade does not have library school training. She has agreed, if appointed to the position, to take the courses in Young People's Reading and Work with Young Adults at Simmons as soon as is practicable.

Because of the present salary rate offered for this position it appears to be well nigh impossible to secure a replacement for Mrs. Hynson from the ranks of trained Young People's Librarians. Miss Stromdahl and I feel it a fortunate "break" to be able to secure one with experience in work with this age group.

Mrs. McQuade is 40 years old, is attractive and has a pleasing personality.

We are recommending her and suggest she be place in Grade IX, maximum rate.

Judith E. Stromdahl
Librarian

Robbins Library

Town of
Arlington, Massachusetts

Telephone
Arlington 5-0026

November 5, 1954

The Personnel Board
Central Street
Arlington, Massachusetts

Gentlemen:

The Board of Library Trustees is herewith submitting a request for the establishment of the position of Young People's Librarian, under Grade XIV, (Minimum $3,115.50 - Maximum $3.689.00) of the Classification and Pay Plan of the Town of Arlington.

The Board feels very strongly that this position should be created. In practically all public libraries where such a department exists, the librarian in charge of the work has equal status with other department heads. Work with Young People is of such importance, that today, all schools of Library Science have departments specializing in just this field.

The creation of this position will correct an inequity which now exists in the classification of positions in the Robbins Library. The members of the Board of Trustees hope that the position of Young People's Librarian will be established.

Attached is a brief statement describing the work of the Young People's Department and the qualifications and duties of the Young People's Librarian.

Sincerely yours,

Molly F. Yood
Secretary

MFY/je

THE YOUNG PEOPLE'S DEPARTMENT

The library of today, along with other agencies, is recognizing more and more the importance of the work with young adults and is making every effort to provide the necessary library program for this group. Libraries throughout the country have established Young People's Departments with trained librarians in charge.

The purpose of work with young people is to stimulate and direct reading interests of youth into adult reading and into as many fields as possible. The reading interests developed in the children's rooms are carried over, and the teen-agers are introduced to a broad selection of adult books chosen with their interests and reading abilities in mind and with the ultimate view of helping them develop into mature and responsible citizens. Reading guidance is of paramount importance and can be given only by librarians specially trained in working with and understanding young people.

Recognizing that boys and girls of high school age have special interests, special needs, and a special point of view, and realizing that these Young People, if they once lose interest in reading may never come back to it, the Board of Library Trustees, three years ago, approved the organization of the Young People's Department and appointed a Librarian, specially trained in work with teen-agers, to develop in the Robbins Library this phase of the Library's Program.

Under the direction of this librarian in charge of work with Young People, an excellent basic book collection for young people has been selected and made available, a program of library instruction for Junior and Senior High School students initiated, reading clubs organized in cooperation with the High School Librarian, and an excellent public relations program with the schools has been established.

That this department is meeting a real need is attested to by the fact that the young people, in greater numbers than ever before are using the library facilities. They seek out the librarian for help with their school assignments and in the selection of their books for outside reading. They ask for help with their own recreational reading as well as for books to help them with their personal problems. Reading guidance is continually sought.

Parents have expressed enthusiasm for the program, teachers have recognized its value, and the boys and girls themselves have gratefully accepted this new department.

As previously stated, the ultimate aim of this work with Young People is to help develop Young People into mature and responsible citizens.

The responsibilities and duties of the Young People's Librarian are comparable to those of any other department head and it is strongly felt that she should be given this recognition.

YOUNG PEOPLE'S LIBRARIAN

I. QUALIFICATIONS

a. College Degree

b. Graduation from an accredited Library School, or its equivalent in experience, or non-recognized training program.

c. 1. Thorough knowledge and understanding of and interest in young people (ages 14-20) and their reading interests.

2. Knowledge of teaching aims and methods and an understanding of the curriculum of secondary schools.

II. DUTIES

a. Book Collection

The Young People's Librarian is charged with the guidance and stimulation of the reading of the Young People. She is responsible for the selection of titles for recreational and purposeful reading by the Young People.

She must make available, intelligently and sympathetically, materials needed for the execution of school assignments and she must supply recreational reading of such scope and quality as to appeal to the wide range of readers and to encourage them to further and better reading. This involves a knowledge of adult books, new and old, covering all fields, as well as the literature specifically written for the "teen age" group. She must evaluate new titles suitable for young people and recommend them for purchase.

b. Library Instruction

The Young People's Librarian is expected to give instruction in the use of the library to High School students. Upon request of the teachers, classes visit the library for this instruction in the arrangement of books on the shelves, use of the card catalog, reference books, and other materials available.

c. Reading Clubs

The Young People's Librarian plans and directs book discussion groups for Young People.

d. Reading Lists

She prepares mimeographed and printed reading lists for young people.

She prepares individual annotated reading lists and gives individual reading advisory service.

DUTIES (cont.)

e. Publicity

She plans and supervises all publicity dealing with the department and is responsible for all book posters and displays for young people.

f. Reference

The Young People's Librarian answers all reference questions, presented by the young people, whether the questions are for school assignments or for personal interest reasons.

g. Other Duties

1. She keeps the High School teaching staff in touch with the new books suitable for supplementary reading requirements.
2. The Young People's Librarian maintains an extensive collection of guidance material to supplement the High School Vocational Guidance Program.

QUALIFICATIONS OF ASSISTANT IN CHARGE OF WORK WITH YOUNG PEOPLE
IN THE ROBBINS LIBRARY

Signe Hynson

Educational Qualifications

B. A. - Goucher College - 1932

School of Library Science, Simmons College - 1952-54
Specializing in Reading Interests of Young People.
Has completed 32 credits toward her Masters Degree.

Special courses in Art and Art Appreciation.

Experience

Teacher - English and German - Park School - Baltimore - 6 years

Assistant - Enoch Pratt Free Library - Baltimore

Librarian - Bedford Public Library - 1947-1951

Librarian in Charge of work with Young People - Robbins Library Arlington, Mass - 1951 to October 1, 1954.

Additional Experience

War work at Bedford Hospital

In September 1954, Mrs. Hynson was offered the position of School Librarian at the Weston, Massachusetts High School at a salary increase of approximately $1,000.

To replace Mrs. Hynson the Trustees, with the approval of the Town Manager, have appointed Mrs. Esther McQuaid, a graduate of Boston University and a member of the Staff of the Medford Public Library for the past twenty years. In Medford her experience has been varied. She has served as Branch Librarian of two Branches, and for the past six years has been Head of the work with Young People.

Although Mrs. McQuaid does not have her Masters Degree in Library

ience, the Library Board felt that her twenty years experience, (six of which ave been in work with Young People) plus the courses she has taken in Young People's guidance and plus the fact that she intends to continue with her studies at the Library School at Simmons College, ~~in some measure~~ compensates for her lack of formal Library School training.

Mrs. McQuaid comes highly recommended by her present employer, as well as by Miss Mary Davis, for many years, until two years or so ago, Librarian of the Medford Public Library. She is coming to us ~~at a very small increase in salary but~~ in the hope that opportunity for advancement be afforded her.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

December 13, 1954

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library on December 13, 1954, at 7:45 p.m. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceeding meeting were read and accepted.

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The correspondence was then considered. A letter from Mr. Monahan was read in which he said he would be glad to meet with members of the Board to review the 1955 budget sometime during the week of December 20th.

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A letter from Grace M. Robinson, formerly of Arlington, but recently moved to Concord, expressing her appreciation of the Library, especially of the Music Department which allows one to borrow records as well as presenting concerts, was read.

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tio

Mr. O'Leary, acting Town Manager, wrote the Board that W. H. Hughes Electric Service of 22 Church Street, Watertown was lowest bidder for the lighting construction with a bid of $1,850.00, that the Thompson Engineering Company concurred with the bid in all instances and that Mr. Purcell was preparing a contract prior to the actual work being performed. Since $3,622.93 had been allotted for the job in the 1954 budget and since there will be approximately $1,400.00 left after the engineering fee and the expense for printing the specifications, the Board felt that some action should be taken to allow the remainder to be left to be used for the completion of the reconstruction of the lighting. It was voted that the lighting committee bring this to Mr. Monahan's attention.

Vo
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Bran

A letter was read from Mr. Monahan requesting the use of the East Branch for voting purposes in the future. The Board felt there was no question about its use while the Crosby School was being rebuilt but the matter of using the Library permanently for voting purposes will be considered at a later date.

Let
Sta
Inc

A letter was read from six members of the Staff who have reached their maximum salary during the past three years, asking if there was any possible way in which they could have their salaries increased and asking if there was any chance for future advancement. Mrs. Yood was instructed to write a letter to these Staff members saying that the Board can see no increase for 1955 but that the Board has already discussed the matter of advancing grades of position for the entire Staff. It was decided to show this letter to Mr. Monahan so that he could realize that the Staff is not content to stay in its present static position financially.

Painting
Gallery

Miss Stromdahl reported that the painting of the gallery was completed and that the Print Room was now in process of being painted. The contract for the work was awarded to the lowest bidder, R. Van Putten & Sons of 3 Woburn Street, Medford, with a bid of $603.00 for the two rooms plus $60.00 for a room adjoining the gallery. The Kenney Company of Park Square in Boston had submitted a bid of $1,430.00 and H. E. Farmer, Jr., of 81 Walnut Street, Arlington had submitted a bid of $720.00. This figure did not include the room off the gallery.

Amer.
Legion
Gift

It was reported that the American Legion had presented three books on the history of the American Legion to the Library - two to be placed in the Branches and one in the Main Library.

Library
Hours -
Holiday

Christmas
Lights
Branches

Miss Stromdahl brought up the question of Library hours during the Christmas and New Year holidays. The Board voted to close the Library at noon on Christmas Eve. and at 4: p.m. on New Year's Eve. It was also noted that the East and Dallin Branches had no Christmas lights. Mr. Frost made a motion that the money to pay for lights should come from Building-Grounds if possible, otherwise from Trust Funds and should not exceed the $75.-$100. figure quoted by Mr. Cameron. This action is subject to the approval of Mr. Monahan.

Gifts
Acknowledgement

The Library has been receiving many books as gifts, many of which are out of date and many of which are in poor condition and cannot be given shelf room. Miss Stromdahl asked if it were necessary to write the donors, as has been the custom, thanking them for their gifts, or if a verbal thanks would be sufficient. A great deal of Miss Sampson's time is spent in writing notes of thanks for books that can't be used. It was felt that a word of thanks from Miss Sampson or Miss Stromdahl would be sufficient. However, if an outstanding gift be made, then a written note would be proper.

Purchase
of Prints

Mrs. Lavin, the Curator of the Print Collection suggested that two prints that could be purchased for $30.00 be added to the collection to fill in a gap left by long years without addition. It was voted to instruct Mrs. Lavin to make the purchase.

Mr. Bradford-
Resignation

Mr. Mallon-
Chairman

Mr. Bradford then tendered his resignation as Chairman of the Board; he expressed his appreciation for the cooperation he received from the members and Miss Stromdahl, but felt that at this time he could not continue in that position. He also suggested that the Chairmanship be rotated among the members. It was with great reluctance that the Trustees accepted his resignation for they recognize his ability and the conscientious attention he has given to the duties which accompany the chairmanship. In the vote that followed, Mr. Mallon was unanimously elected the new Chairman.

The meeting adjourned at 10:00 P.M.

Molly F. Yood

Molly F. Yood,
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

January 11, 1955

The Board of Trustees of the Robbins Library made its annual pilgrimage to the office of the Treasurer at Town Hall to check the Trust Funds accounts on Tuesday, January 11, 1955 at 6:45 p.m. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., and Mrs. Molly F. Yood.

Treasurer
Trust
Funds

At 8:30 the above members adjourned to the Junior Library to meet with Miss Judith E. Stromdahl and to proceed with the regular monthly meeting.

The minutes of the December meeting were read and accepted.

A letter from Mr. Monahan was read requesting that the annual reports for 1954 for all departments be submitted to his office not later than January 13, 1955.

Annual
Report

A letter from Mr. Peter A. Bertocci, a member of the faculty of the Graduate School at Boston University, was also read. In it he mentioned that he and his family are frequent users of the library and that he has requested books on many varied fields of interests and for all age levels and has always had his needs filled. The staff has always been cooperative and his requests have been treated with a great deal of thought and consideration. He also added that the library along with schools, "the Churches and cultural groups are playing an important part in forming the citizenry of Arlington".

Prof.
Bertocci

Mr. Frank Nicksay, in a letter to the Board, informed it that the Selectmen will meet on January 17, 1955 for the purpose of drawing a Warrant for the Town Meeting to be held on March 7 and 21. Should the Board have articles to submit, they should be presented to the Town Manager before that date.

Town
Warrant

Apropos of this letter Mr. Mallon suggested that Miss Stromdahl check with the Personnel Board again to ascertain whether it intends to grant the Trustees' request to have the position of Young People's Librarian created. Should it refuse the Library Board's request, an article will be inserted in the Town Warrant.

Young
People's
Librarian

Mr. Mallon reported on his and Miss Stromdahl's meeting with Mr. Monahan and with the Finance Committee in regard to the 1955 budget. Mr. Monahan has agreed that our requests were just and did a splendid job in presenting the library needs to the Finance Committee. $500. was restored to the budget for books, $300. for lighting; and in place of a professional staff member to assist at the Dallin Branch, a non-professional at Grade VI, Step 1, with a salary of $2,378.50, was agreed upon.

Town
^Manager
& Finance
Committee
1955
Budget

Mr. Mallon also reported that he had been giving a great deal of thought to the Art Committee to be appointed to help with long range planning so that the Arts Funds could be used to

best advantage. It was decided that Dr. Jacob Rosenberg, Mr. Morton Bradley, and Mr. Francis Keefe be asked to serve on this Committee. Art Committee

Mr. Mallon further reported that the contract on the lighting had been cleared and was signed on January 7, that the work should begin very soon. He added that he had spoken to Mr. Monahan about retaining the $1,400, from the 1954 budget so that it could be used to complete the reconstruction of the lighting. Mr. Monahan was in accord with this suggestion. Lighting Contract

Miss Stromdahl reported that both the American Legion and the Lend-a-Hand group would like to give the library gifts. Miss Stromdahl had several suggestions that would increase the services of the library - 1) a movie projector, 2) a film strip projector, 3) a tape recorder. The Trustees felt that any of these suggestions would make most acceptable gifts. Gift Suggestions

It was brought to the attention of the Board by Mr. Mallon that it is almost a year since the $100. film to be used at Massachusetts Department of Education Audio-visual Cooperative was purchased and that the $100. borrowing capacity has been almost consumed. Mr. Brosnan made a motion that we purchase another film for $100. Mr. Bradford seconded the motion and it was passed. Film Audio-Visual Coop.

Custodians and Staff members using their cars for library purposes are now paid 6 cents a mile. It was agreed that the library should pay the same rate as the Town and that Miss Stromdahl would check with Town Hall to learn what the current rate is. Rate for Cars used

It was voted that Mrs. Yood write to the Garden Club and the Newspapers, thanking them for their cooperation in assisting the library in 1954.

Miss Stromdahl wondered if staff members who had to stay at home because of serious illness in the family should have their pay docked or whether it could be included in their sick leave. The Trustees felt that it would be well to check with Town Hall to learn what the procedure is there and to abide by the ruling of the Town. Miss Stromdahl is to look into the matter. Family Illness

Mrs. Lavin has requested hanging rods for pictures to be used in the gallery. It was decided that Miss Stromdahl should write to the manufacturer to find out how much the rods would cost and bring the figure to the next meeting. In going over Mrs. Lavin's report, it was decided that Mrs. Lavin should be advised that no further purchases should be made until the Art Committee has made recommendations. It was also decided that her borrowing of collections should be curtailed until the Library has adequate insurance coverage to take care of any damage done to the borrowed prints. Mr. Mallon was asked to look into insurance that would cover not only print collections, but any collections that may be borrowed by the library and its branches. Insurance for Prints and other Borrowed Collections

Art Committee

best advantage. It was decided that Dr. Jacob Rosenberg, Mr. Norton Bradley, and Mr. Francis Beebe be asked to serve on this Committee.

Lighting Contract

Mr. Mallon further reported that the contract on the lighting had been cleared and was signed on January 7, that the work should begin very soon. He added that he had spoken to Mr. Monahan about retaining the $1,800, from the 1958 budget so that it could be used to complete the reconstruction of the lighting. Mr. Monahan was in accord with this suggestion.

Gift Sugges-tions

Miss Stromdahl reported that both the American Legion and the Lend-a-Hand group would like to give the library gifts. Miss Stromdahl had several suggestions that would increase the services of the library - 1) a movie projector, 2) a film strip projector, 3) a tape recorder. The Trustees felt that any of these suggestions would make most acceptable gifts.

Film Audio-Visual Coop.

It was brought to the attention of the Board by Mr. Mallon that it is almost a year since the $100. film to be used at Massachusetts Department of Education Audio-visual Cooperative was purchased and that the $100. borrowing capacity has been almost consumed. Mr. Brennan made a motion that we purchase another film for $100. Mr. Bradford seconded the motion and it was passed.

Rate for Cars used

Custodians and Staff members using their cars for library purposes are now paid 6 cents a mile. It was agreed that the library should pay the same rate as the Town and that Miss Stromdahl would check with Town Hall to learn what the current rate is.

It was voted that Mrs. Todd write to the Garden Club and the Newspapers, thanking them for their cooperation in assisting the library in 1958.

Family Illness

Miss Stromdahl wondered if staff members who had to stay at home because of serious illness in the family should have their pay docked or whether it could be included in their sick leave. The Trustees felt that it would be well to check with Town Hall to learn what the procedure is there and to abide by the ruling of the Town. Miss Stromdahl is to look into the matter.

Insurance for Prints and other Borrowed Collec-tions

Mrs. Levin has requested hanging rods for pictures to be used in the gallery. It was decided that Miss Stromdahl should write to the manufacturer to find out how much the rods would cost and bring the figure to the next meeting. In going over Mrs. Levin's report, it was decided that Mrs. Levin should be advised that no further purchases should be made until the Art Committee has made recommendations. It was also decided that any borrowing of collections should be curtailed until the library has adequate insurance coverage to take care of any damage done to the borrowed prints. Mr. Mallon was asked to look into insurance that would cover not only print collections, but any collections that may be borrowed by the library and its branches.

The Meeting adjourned at 10:15.

The members went up to the Gallery and Print Room to look and admire the transformation that the repainting had created.

Respectfully submitted,

Molly F. Yood.

Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

February 14, 1955

A meeting of the Board of Trustees of the Robbins Library was held on February 14, 1955 at 7:30 P.M. in the Junior Library. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

A letter from Mr. Morris, Executive Secretary of the Personnel Board was read, stating that the Personnel Board has voted to recommend to the Annual Town Meeting, that the positions of Music Librarian and Young People's Librarian in Grade XIV, be added to the Classification and Pay Plan.

Music Lib.
& Y.P.
Lib.

Referring to the minutes of the January meeting, Miss Stromdahl wondered if it would be agreeable to the Board if a film, World Without End could be purchased. This film which is on the United Nations, would cost $150. instead of the $100. allotted. It has been borrowed from the Boston Public Library for the High School and has been requested by the Women's Club. Mr. Frost made a motion that Miss Stromdahl purchase it, if it has not already been purchased by another member of the cooperative. This motion was seconded and passed.

Film
Coop.

Mr. Mallon reported that an employee, Miss Varello, in going downstairs, fell and was badly bruised. Hand rails leading to the basement and to the Music Room have been erected since as an additional safety measure.

Accident

Mr. Mallon read a letter from Mr. Monahan regretting the accident and stating that Workman's Compensation does not include accidents to professional or clerical help. He added that he hoped that such coverage could be recommended and included in the 1956 budget. It was voted to pay Miss Varello's bill which came to under $50.

Workman's
Comp.

Mr. Mallen, in talking to Mr. O'Reilly, discovered that the library did not have a policy covering borrowed exhibits. Upon Mr. Mallon's recommendation, it was agreed that a floater policy be negotiated in behalf of the Robbins Library to cover borrowed property such as prints and other exhibits to protect the Robbins Library against any legal liability that might be assumed in borrowing such articles. The initial minimum deposit of $25.00 was to be paid from Trust Funds.

Policy to
cover
borrowed
prints

Miss Stromdahl reported that town employees were allowed 8 cents per mile for the use of their cars. It was voted to allot the same amount to library employees with the approval of the Town Manager.

Allowance
for cars

Picture Rods Art Room

Miss Stromdahl further reported that Lynch Bros. of Baltimore made the picture rods requested by Mrs. Iavin, Curator of the Print Collection. These are $3.00 a pair - a pair being needed to hang one picture. This price sounds high and Mr. Brosnan suggested that he look into the matter and give Miss Stromdahl a list of manufacturers who may be able to produce similar rods at a cheaper price.

Lighting in Basement and Reading Room

Mr. Reid in inspecting the new lighting discovered that extremely poor and antiquated fixtures were used in the basement. Conditions there were so bad that he advised that they be remedied immediately while the lighting reconstruction was taking place. Mr. O'Leary has recommended that this be done. He has asked for bids from the Hughes Company and Reese Company. He has also suggested that fixtures from the Crosby school that are new and in good condition be used. The Board feels there is a definite need for such a change and would like to know the cost. It also felt that at this time it would be wise to inquire into the cost of reconstructing the lighting in the Reading Room. Mr. Mallon and Mr. Brosnan are going to take up the matter with Mr. Monahan.

Stack Floor Covering

The covering of the stack floor used by the public now has big holes, making the floor a safety hazard. $500. had been set aside in a previous year and is still available for treads. Since no money had been allowed in this year's budget, it was agreed that this $500. should be so used for correcting this condition if Mr. Monahan is in agreement. Mr. Greim has seen the floor and has figured that it can be done for $510. The Trustees felt that it would be advisable to have this taken care soon.

Floor in Magazine Room

The floor in the Magazine Room badly needs shoring. Mr. Greim feels it can be done for about $250. or less. The Board agrees that this should be done but feels it will have to wait until Town Meeting, to wait for appropriations.

Paint Staff Rooms

It was reported that the Custodians have offered to paint the staff quarters, if the ceilings can be done by professionals. Mr. Johnson is willing to have his men do the ceilings. The Trustees know that these rooms need painting badly and were delighted that it could be done at a minimum cost.

Miss Stromdahl asked if a Pullman Kitchen could be put in the cloak room for the use of the organizations. Now the clubs use the Staff kitchen and equipment and as a result the Staff has no privacy. Miss Stromdahl is to get figures covering the cost of a Pullman kitchen plus the cost of plumbing.

The meeting adjourned at 10:10

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

March 14, 1955

The Board of Trustees of the Robbins Library met on March 14, 1955 in the Junior Library at 7:30 P.M. Those present were: Mark W. Bradford, Robert J. Brosnan, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Mr. Mark W. Bradford acted as Chairman in the absence of Mr. Mallon.

The Secretary's report was read and accepted.

A letter from Mr. Monahan was read, granting permission to to ahead with the shoring of the two basement floors and with the reconstruction of the floor of the stacks with plywood and linoleum. Miss Stromdahl reported that the work was already in process.

Basement Floor & Stack Floor

The insurance policy covering exhibits in the library was received from Mr. O'Reilly and referred to Mr. Mallon for examination.

Exhibit Ins.

Miss Stromdahl reported that the source of the leak in the ceiling of the Junior Library has been discovered. Previously it had been thought to have come from the roof, but Mr. Johnson along with Mr. LeBlanc, the plumber, on checking found that concealed drain pipes had corroded, and that persistent seepage caused not only the leak but the erosion of the limestone.

Leak Jr.Lib. ceiling

The driveway adjacent to the Junior Library came up for discussion. Since the rains, this driveway has become a small lake. It was reported that Mr. O'Hara recommended gravel for a temporary repair job. He also said broken curbstones could be placed around the edge of the garden to protect it from cars that use the driveway. Mr. Brosnan felt that a permanent job should be done. The trustees all agreed that a hard top would be much more satisfactory. It was voted that Miss Stromdahl approach Mr. Monahan and ask him to inspect the driveway personally, if possible, to decide whether a temporary jub be done for $75. or a more permanent expensive one.

Driveway

Mr. Petry, after many months, has finally answered Miss Stromdahl's letters. He still wants to make the book plate. Although the Board feels that it has already waited too long, it authorized Miss Stromdahl to write a letter to Mr. Petry asking him to submit a sketch within the next ten days or so. If he doesn't comply, the board will have to look elsewhere to have this work done.

Book-plate

Mr. Francis Keefe, Mr. Jacob Rosenberg and Mr. Morton Bradley have all been contacted by Mr. Mallon and have agreed to act as an Art Committee to present recommendations for wise usage of the Art Funds in long term planning. Mr. Bradley is to act as Chairman of the group.

Art Committee

Art Curator

Miss Stromdahl reported that Mrs. Lavin's husband has been drafted into the army. She, therefore, does not know how long she will be able to remain as Curator. It may be a few months or it may be a few weeks. It was decided to wait for the recommendations of the Art Committee before she is replaced.

Table East Br.

During the recent elections at East Branch, one of the table tops was ruined, as a result of some hot object being placed on it. Miss Stromdahl is to report the damage to Mr. Monahan.

Picture Rods for Print Gallery

Mr. Brosnan, in contacting manufacturing firms about picture rods for the Print Gallery, discovered that they were not interested in making them. Miss Stromdahl called the Museum of Fine Arts and spoke to the Superintendent, a Mr. Orech, who is a resident of Arlington. He offered to come to the Library, look at the situation and help out if he can.

Smoking in halls

The question of whether smoking should be permitted in the halls of the libraries, especially in the East Branch where the ceiling is low and magazines are stored, came up for discussion. It was decided to have the Fire Department investigate and submit recommendations, findings to be checked with the Town Manager for his O.K. With the approval of Mr. Monahan there will be a ban on smoking in the East Branch until the Fire Department comes down and makes a ruling.

Head of Circulation

Subject to the approval of the Town Manager, the Board voted unanimously to confirm Mrs. Yood's recommendation that Mrs. Carol Ann DiPesa be hired as Head of Circulation with a salary of $3,252.00, that is Grade XIV, Step 1. Mr. Mallon had contacted each member of the Board two weeks previously to obtain the consent of the Board. Mrs. DiPesa will replace Miss Dolores Eveleth, whose resignation becomes effective in April.

Gift Projector

Mrs. Wood and Mrs. Hesseltine of the Let-Us-Lend-a-Hand have informed Miss Stromdahl that a Bell & Howell moving picture projector is being given to the library from their organization. The Board feels that such a generous gift should be given publicity and that a letter be written by the secretary thanking it most sincerely for its very useful and thoughtful gift.

Community Book Fair

The Social Action Committee of the Council of Churches feel that some definite positive action should be taken to combat the poor literature on sale in the drug stores, spas, etc. At the same time such a program should not duplicate the programs already being carried on by various groups. To introduce good literature to all Arlington citizenry, a community Book Fair is being discussed. Miss Margye Browne is contacting all organizations and churches in town inviting interested groups to a meeting in the library hall on Wednesday, March 16. Miss Stromdahl has been invited to attend. The Trustees feel that this is a fine opportunity for the library and that the community will benefit by it. Miss Stromdahl assured them that she and the Staff will cooperate.

Mrs. Gallant and Mrs. Burg are leaving the staff; Mrs. Gallant on April 15 and Mrs. Burg on June 1. Both are going to have babies.

Resignations

Water has seeped through a closed window in the Reference Room, damaging expensive reference books on display there. The window has now been sealed and cannot be opened. Miss Stromdahl has been instructed to bring the matter to the attention of the Town Manager.

Window in Ref. Room

After an inspection of the floors in the basement the meeting adjourned at 10:15.

Respectfully submitted,

Molly F. Yood, Secretary

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

APRIL 1955

A meeting of the Board of Trustees of the Robbins Library was held on April 11, 1955 at 7:30 P.M. in the Junior Library. Those present were: Hugh A. Mallon, Jr., Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost and Miss Judith E. Stromdahl, Librarian.

In the absence of Mrs. Yood, Mr. Brosnan was appointed Acting Secretary.

The minutes of the meeting of March 14, 1955 were read and accepted.

The following correspondence was read:

A letter from the Board of Selectmen inviting the Trustees to be present at the Patriots' Day Program on April 19th.

A letter from Robert J. O'Reilly, Insurance Broker, regarding the expiration of Policy Number 737776 on the Art Fund. It was voted to renew this policy.

Art Fund Policy

A letter from the Thompson Engineering Company recommending the additional payment of $64.16 to the W. H. Hughes Company on the Lighting Contract necessitated by unknown structural conditions which delayed the completion of the jub.

Lighting Contract

It was voted subject to the approval of the Town Manager to pay this sum from available funds in the Lighting Budget.

A letter from the Town Manager regarding the driveway and rear area in which he pointed out that after a careful survey he and Mr. O'Hara concluded that it would cost $2000. to blacktop this area. Since there are no available funds for this project, Mr. Monahan felt that there were two possibilities. 1. Take the money from Library Funds. 2. Wait for the 1956 Budget.

Survey of driveway by Town Manager

It was voted, subject to the approval of the Town Manager, that $75. in available funds from the 1954 Budget be used for intermittent curbing and temporary repairs to the driveway. This will be an improvement over present conditions. The Trustees felt, however, that a permanent solution for this situation should be sought.

Temporary Repairs to driveway

Miss Stromdahl reported that the Fire Department found no objection to smoking in the following areas: 1. The East Branch basement room. 2. The meeting room in the Main Library used by the Golden Age Club. 3. The Staff quarters at the Main Library. Since the Library Hall is used as a meeting place it will have to be checked by State officials before an official ruling can be made. This survey by the Fire Department was made at the request of the Trustees who deemed it a wise move in the interest of the Town.

Survey by Fire Dept. for Smoking

Miss Stromdahl was instructed to report the findings of the Fire Department to the Town Manager.

Mr. Bradford reported that Professor Petry had submitted proofs on the proposed Bookplate for the Board's approval. On careful examination, Miss Stromdahl was instructed to advise Professor Petry on some changes the Board felt should be made in his recommended Bookplate. Professor Petry is to have the final proofs ready by the May meeting of the Trustees.

Bookplate

Miss Stromdahl reported that she had contacted Westinghouse and received a price of $400. on a Pullman Kitchen. Without a refrigerator the price is $125. less. Now that an approximate price figure has been obtained it is hoped that some local civic organization will be found that will consider the donation of such a gift to the Library.

Pullman Kitchen

Andrew Wilson was instructed to draw up specifications on the Shelving for the Book Stack for which there is $3,174.10 in this year's Budget and to submit them to the Town Manager for his examination so that the job can go out on bid.

Shelving for Book Stack

Miss Stromdahl was instructed to bring to the attention of the Town Manager complaints on parking facilities received from Library patrons.

Parking

The meeting adjourned at 9:45 P.M.

Respectfully submitted,

Robert J Brosnan

Robert J. Brosnan, Acting Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

MAY 1955

A meeting of the Board of Trustees of the Robbins Library was held May 9, 1955 at 7:30 P.M., in the Junior Library. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl.

The minutes of the April meeting were read and accepted.

The correspondence was then read. A letter from Mr. Monahan contained the recommendations of the Fire Chief Tierney for smoking in the libraries. Smoking would be allowed in the Junior Library Hall and Conference room of the Main Library and in the basement of the East Branch. Staff quarters could be used for smoking provided that overstuffed furniture be removed. Metal ash trays for all rooms were requested. Apropos of the fire restrictions, Miss Stromdahl reported that the Superintendent of Buildings appeared one day and measured the Junior Library hall and advised her that the safe capacity of the hall was 100 persons. It was voted to post a notice in the hall to that effect.

Smoking in Halls

No. of persons in Hall

A letter from Mrs. Loretta Wade was read tendering her resignation as of June 17. She has enjoyed working in the library and the contacts she made, but as she is moving to Ipswich, she cannot continue. It was voted to accept her resignation with regret.

Mrs.Wade

Letters from Mrs. Bowser and Mrs. Thurber were read thanking the Board for recommending their increases in salary.

Miss Stromdahl presented the new sketch for the book plate made by Mr. Bela Petry. All members approved the drawing and it was decided to reduce the size to 4" x 3" with 1/4" white border. Miss Stromdahl and Mr. Bradford are to approve the finished engraving before it goes to the printer. It was voted to pay Mr. Petry $50. from trust funds for his work.

Book Plate

Mr. Mallon reported that contract for the lights in the basement was let to Mr. Reese at a price of $585. The work has already begun and should be completed this week. Mr. Hughes had submitted a price of $578. but 2 p.c. differential is allowed Town bidders.

Lights in Basement

It was decided to go into the matter of the staff salaries well before budget time. Mr. Mallon, Mrs. Yood and Miss Stromdahl are to make up a committee to obtain concrete facts, as well as definite figures to present to the Board before they are presented to Mr. Monahan and the Personnel Board.

Estimate for cost of Window frames

The outside trim at the East Branch and the ceilings of the staff quarters have been painted by Mr. Greim's men. Miss Stromdahl was asked to get an estimate from Mr. Greim for the cost of window frames at the Main Library which need replacing, so that it can be included in the 1956 budget. Mr. Greim had inspected the windows when they leaked so badly and said the frames were rotten and should be replaced.

Reference Librarian

The Board confirmed the appointment of Mrs. Dorothy P. Hart as Reference Librarian to replace Mrs. Gallant, subject to the approval of the Town Manager. Mrs. Hart's qualifications had been checked in April by Mrs. Yood and had been approved by the Trustees. She is to assume her duties at the minimum annual rate in grade XIV, $3,394.

Summer hours at East

Summer hours were discussed. It was voted to have the East Branch continue at its present schedule, with the exception of Saturdays after June 15, until July 1. After July 1 and up through Labor Day it will be open Monday and Friday evenings from 7-9 and Tuesday, Wednesday and Thursday mornings, and every afternoon except Saturday.

Mrs. Spofford

Miss Stromdahl, in talking of Mrs. Spofford, said that the flags at Town Hall and the fire and police stations as well as the library had flown at half-mast until after the day of her funeral, at the direction of the Town Manager. Mrs. Yood reported that she had written a letter to the family expressing the appreciation of the Board for all Mrs. Spofford had done for the library and its sorrow at her passing. Many individuals and organizations have asked if any special tribute was being planned by the library in Mrs. Spofford's memory. All the trustees felt that something should be done and it was decided that suitable painting, hung over the fireplace in the Junior Library with a plaque stating it was given in memory of Mrs. Spofford would be something that Mrs. Spofford would have liked. Miss Stromdahl is to contact Mr. Herrick and ask him if he had painted anything that would fit into the decor of the library and if he hadn't, would he be willing to undertake such a project. She also was to inquire into the price of the painting. After the picture has been chosen, should any organizations or individuals care to contribute to its cost, they will be free to do so.

Mr. Frost was appointed a committee of one to check on the matter of the interest from Trust Funds.

The next meeting will be held at the Dallin Branch and the following meeting at the East Branch.

The meeting adjourned at 10:25.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

JUNE 1955

A meeting of the Board of Trustees of the Robbins Library was held Monday June 13, 1955 at 7:30 P.M. at the Dallin Branch. Those present were: Mark W. Bradford, Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Dallin
Branch

Prior to the actual meeting Mr. Capes conducted a tour of inspection of the library, pointing our necessary repairs, i.e., the damage done to the lawn by severe rain storms, the need for fixing the roof and gutters so that the gutters would not become clogged, etc. On entering the building the poor lighting throughout was noticed. Miss Stromdahl was asked to list the needed repairs and bring them to the attention of Mr. Monahan.

The meeting then adjourned to a poorly lighted basement room.

The Secretary's report was read and accepted.

Gift from
Arlington
Council of
Parent-
Teacher
Assoc.

The correspondence was then taken care of:- A letter was read from the Arlington Council of Parent-Teachers Association stating that $75. had been set aside for the use of the Children's Library at the Robbins Library, such sum to be spent under the direction of the Children's Librarian, that a check for $75. will be made out to Miss Phelan for such purposes, and that books so bought be inscribed as being a gift of the Arlington Council of Parent-Teacher Associations. The secretary was instructed to write a letter of thanks for the gift.

Dallin
Branch
for
Voting

A letter from Mr. Monahan was read requesting the use of the Dallin Branch for voting purposes in the future. The Trustees had no objection to the basement being used as such activity would not interfere with the conduct of the library. Miss Stromdahl was asked to speak to Mr. Monahan to ascertain if that would be satisfactory and to ask why the Locke School could not continue to be used. She was also to point out the fact that next year would have four voting days.

Library
Hall

The Arlington Branch of the Red Cross sent a note of thanks for the use of the Junior Library Hall for its Annual Meeting and for the cooperative spirit that the Staff showed on all occasions.

Library
Hall

A note was read from the National Association of Retired Civil Service Exployees, Arlington Chapter, No. 394, expressing its gratitude for the use of the Junior Library Hall for its meetings.

Gift
Theta
Epsilon

Miss Stromdahl reported that Theta Epsilon, which had given the Library the Ceiling Projector, had contributed $50. to be used for Children's films. A letter of sincere thanks is to be sent to the organization. Miss Stromdahl is to again contact the hospital,

the Nursing homes, the Visiting Nurses, etc., to remind them of the availability of the projector.

Trust Funds

Mr. Frost reported that he and Mr. Foritano went over the Trust Fund Accounts. Both he and Mr. Foritano were of the opinion that it may be advisable to reorganize the method in which the Trust Funds are handled. Mr. Frost is to persue the matter further and report at the next meeting. He is also to find out how much is available each year from funds.

Memorial for Mrs. Spofford

Mrs. Yood, in reporting on the memorial for Mrs. Spofford, told of the meeting that Mr. Mallon, Miss Stromdahl and she had with Mr. Herrick. Mr. Herrick thought a picture 36" x 40" would be the right size. A lighthouse scene was tentatively decided upon because Mr. Herrick had at one time given Mrs. Spofford a painting of a scene from Gloucester and she had repeatedly expressed her appreciation of that particular picture and of seascapes in general. A letter has been sent to organizations in which Mrs. Spofford was interested, telling about the Memorial and inviting those who wished to contribute to do so. A similar letter will be sent to individuals who had expressed a desire to participate in such a memorial. Notices also will be put on the bulletin boards of the Main Library and branches. Suitable exercises will be held in the fall when the picture will be unveiled.

Bookplate

Miss Stromdahl passed around the bookplate design cut down to size. It is very fine and clear. Miss Stromdahl is to get figures for the printing.

Typist

Miss Stromdahl reported on the difficulty she had in finding a typist, the sources of supply she had tapped until she finally found a Lexington girl who was well recommended both from the High School and Woolworth's where she is presently employed. Mr. Monahan, however, feels that an Arlington person should be used and has undertaken the task of procuring such a typist. Miss Stromdahl, however, will talk to him further on the subject because the pile of uncatalogued books has reached great proportions and the matter needs immediate attention.

Basement

Miss Stromdahl is to contact Mr. Greim to get figures for the partitioning of the basement and requisition the work if it does not exceed $250.

Miss Stromdahl passed out the revised salary schedule of the town. The Trustees are to study them for the discussion at the next meeting.

Because of vacations, the next meeting will be held at the Main Library June 27 and the July meeting will be omitted.

The meeting adjourned at 10:30 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary
Board of Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

JUNE 17, 1955

A meeting of the Board of Trustees of the Robbins Library was held at 7:30 P.M. in the Junior Library on Monday June 27, 1955. Those present were: Hugh A. Mallon, Jr., Mark W. Bradford, Edmund L. Frost, Robert J. Brosnan, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Mrs. Anderson - Better Reading Committee

Prior to the meeting, Mrs. Milton Anderson, representing the Better Reading Committee of Arlington, presented the plans that the Reading Committee has formulated to help combat the bad and immoral literature in the town. The committee has come to the conclusion that a positive way to combat poor reading habits is to make more accessible good books. The best method of reaching more people with good books would be by a bookmobile. Mrs. Anderson wondered if the Trustees would be interested in such a project and would support it. After Mrs. Anderson left, the Board agreed that a bookmobile would definitely benefit a great many people and would help the library carry on a more effective program. However, the Board felt that it could not help the committee financially because of the limitations of the library budget. However, Miss Stromdahl is to look into the matter of upkeep of a mobile unit and bring the figures to the next meeting. Mrs. Yood was instructed to write to Mrs. Anderson informing her of the interest of the Board.

The secretary's report was then read and accepted.
note

A thank you from Mr. David Spofford was read, expressing his appreciation of the Board's action at the time of his Mother's death.

Miss Stromdahl introduced Mrs. Hart, the new Reference Librarian, to the Trustees.

Mr. Keenan- Portrait of Cyrus Dallin

Mr. Paul Keenan, a lawyer representing a client who owns a portrait of the well known Arlington Sculpt~~ure~~or, Cyrus Dallin, painted by Philip Hicks, had contacted Miss Stromdahl, asking if the Library would beinterested in purchasing it for $1,000. The Board has no funds for such a purchase, but would be glad to accept it as a gift, and did suggest that Mr. Keenan be so informed; also that there may be some Arlington group which would consider purchasing it for the library.

Trust Funds

Mr. Frost, reporting on the Trust Funds again, said that approximately $8,500 has been accumulated in a general library fund and has not been invested. The Trustees felt that $7,500 of this amount should be put in a savings bank yielding 3 1/4 p.c. interest and that the remainder be left for emergency use. Mr. Frost is to bring this suggestion to Mr. Foritano to ascertain if it would be satisfactory. If it is, he is to ask Mr. Anderson to invest the $7,500.

Partition Shelving in Basement

Miss Stromdahl said that Mr. Johnson had been over to look at the basement to consider the cost of a partition and shelving and had estimated that it would cost approximately $600. The Board authorized Miss Stromdahl to send an order to Mr. O'Leary to have the work done, the money to come from Building and Grounds. It also authorized Miss Stromdahl to ask Mr. O'Leary to have the stairs at the entrance of the Junior Library and the brick wall in back pointed up. It is estimated that this would cost between $600-$700.

Salaries

The Board then considered the salary scale for the professional and non-professional help of the library. The Trustees have felt for quite sometime that the salaries are not up to standard and have wanted to rectify the situation. They have felt that the library employees have been neglected by the town in as much as many departments have been upgraded and the library has not. In checking salaries, it has revised the whole scale and the sub-committee is to present the figures to Mr. Monahan in August.

The meeting adjourned at 10:45.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

August 8, 1955

A meeting of the Board of Trustees of the Robbins Library was held at 7:30 P.M. at the East Branch on August 8, 1955. Those present were: Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr. Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian

East Branch

Preceding the meeting, Mrs. Colcord conducted us through the Library showing not only what was being done, but also what was needed. Her greatest problem is lack of shelving and she suggested that a new movable book case be purchased if possible. The door leading to the street needs refinishing. With the exception of the downstairs meeting room which can be reached only by means of a treacherous staircase, she expressed extreme satisfaction and enthusiasm for the workability and beauty of the branch.

The Trustees then adjourned to the basement and proceeded with the meeting. The minutes of the last meeting were read and accepted.

Mrs. Jackson Resignation

A letter from Mrs. Rita Z. Jackson was read tendering her resignation to become effective September 24, 1955. She expressed her appreciation of the citizens of Arlington, the Board of Trustees and especially of Miss Stromdahl. However, she felt she had gone as far as she could in Arlington and was ambitious to enlarge her field of endeavor. This she hoped to do with more training, a new field, and a Master's degree in education.

Snowguards Jr. Library

A letter from Mr. O'Leary to Miss Stromdahl was read, advising that Benjamin W. Wild of Cambridge with a price of $185. and the T. F. Kennefic Co. with a price of $192.00 had bid on snowguards over the entrance to the Junior Library. The letter stated that Mr. Monahan and he felt that the work should go to Mr. Wild and asked if this was agreeable to the Trustees. The Trustees were in accord that the work be given to Mr. Wild.

Typist

Miss Stromdahl reported that the typist Mr. Monahan had hired had left to be married and that Mr. Monahan had another possible applicant in mind for the job. Mr. Monahan agreed that the applicant should be interviewed and tested by Miss Stromdahl before she is hired.

Music Librarian

Miss Stromdahl in calling the Massachusetts Division of Library Extension about a Music Librarian, learned that Music Librarians, because of the training needed in both music and library science, were very difficult to find. Miss Stromdahl wondered if the Trustees would be willing to consider Miss Tilton, at present Assistant Cataloguer, for the position. She has a College Degree, has had the Cataloguing courses at Simmons Library School, a music appreciation course at college, has experience in teaching and has

assisted Mrs. Jackson in the Music Department. Her work has always been consistently good, thoughtful and conscientous. She is willing to take additional courses in Reference work and music, but would like time to consider the proposition if the Trustees offer the job to her. As the Trustees like to advance present staff members when qualifications and training make it possible, it was voted to offer her the position provisionally; making her acting Music Librarian, until such time as she satisfactorily qualifies for the permanent job. It was voted to advance her one step in her present grade upon assuming her new duties and to increase her salary in the 1956 budget to Grade IX, Step 3, $3,292.50, until she qualifies for promotion to Grade XIV.

Miss
Tilton

Mrs. Lavin, the curator of the Art Collection has asked for an indefinite leave of absence, because she would like to join her husband who is in the service. The Trustees thought that a leave of absence until January 1, would be reasonable. However, they hope that the Citizens Art Committee, appointed in March can meet with Mrs. Lavin before she leaves so that it can determine what work has been accomplished and recommend what should be done, and how best to distribute the money from the Art Funds in the future.

Mrs. Lavin
Leave of
absence

Miss Stromdahl, in her search for a person to replace Mrs. Wade, of the Non-Professional staff, has interviewed a Mrs. Alice Peggs, who was recommended by the Massachusetts Division of Library Extension. Mrs. Peggs is now living in Waterville, Maine, but wants to come back here to live. She has had one year at the New England Conservatory of Music, the 9 months training course that was formerly given by the Somerville Public Library. She has worked as a general assistant in the Salem Public Library, was Children's Librarian in Waltham. Since her marriage she has not done library work and is now employed in a Music Record Shop. Mrs. Yood is to interview her and check her credentials. If she proves satisfactory, she will be hired as a Non-Professional in Grade VI, step 2, at a salary of $2670.50, subject to the approval of the Town Manager.

Mrs.
Peggs

Miss Stromdahl reported that the Catalogue Room has had to double as an order department as well. As a result both Mrs. Chandler and Mrs. Hunter are cramped for space. Both need more shelving and more desk space. Miss Stromdahl wondered if the conference room in the basement could be used as an order room. All new books could be unpacked and processed there; book meetings could be held there and there would be room for the branch book ordering as well. The only disturbing factor is that the Golden Age Club use this room three times weekly for recreation, and on Thursday mornings for sewing. Miss Stromdahl dislikes disturbing the Golden Age Club program. It was agreed that the facilities at either of the branches be offered the Golden Age Club, preferably the hall at the Dallin Branch because the stairs are too steep at the East Branch. It was suggested that Miss Stromdahl talk the matter over with the Town Manager.

Conference
Room -
to be used
for Order
Department

Miss Stromdahl is to ask Mr. Greim for an estimate on shelving for the Conference Room - the money to come out of Building and Grounds if possible.

Replacement shelf

A sample replacement shelf has been installed in the stack area by the Andrew Wilson Company. Mr. Brosnan will inspect it before the work proceeds to see if it is up to the specifications we need.

Mr. Bradford

Before closing the meeting, all the trustees expressed their regret at Mr. Bradford's leaving the Board. He has always been vitally interested in the library, knew its needs down to the last detail, and has helped it grow over many years to its present prominence in the community. All feel that it will be most difficult to replace such an able and conscientious member. Mrs. Yood was instructed to write a letter to Mr. Bradford expressing the regrets of all.

The meeting adjourned at 9:45.

Respectfully submitted,
Molly F. Yood.

Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

September 12, 1955

A meeting of the Board of Trustees of the Robbins Library was held Monday evening at 7:30 P.M. in the Junior Library. Those present were: Mr. Robert J. Brosnan, Mr. Edmund L. Frost, Mr. Hugh A. Mallon, Jr., Mrs. Margaret H. Spengler, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Preceding the actual meeting the Trustees examined carefully three paintings that Mr. Herrick had brought over, a selection that the Spofford Memorial Committee had made for the Trustees final choice.

The minutes of the preceding meeting were read and accepted.

Trustees Assoc. Meeting

A letter from the Massachusetts Library Trustees Association was read inviting the Board to a meeting to be held in Springfield at the new Winchester Square Branch Library on Wednesday, September 21.

Golden Age Meeting Place

Miss Stromdahl reported that she had contacted Mr. Monahan about a meeting place for the Golden Age Club's recreational and sewing gatherings. Mr. Monahan suggested that the former waiting room at the Old Town Hall be used and that it would be available December 1. It was agreed that the repairs on the Conference Room be held off until then so that the Golden Age meetings would not be interrupted.

Additions to the Staff

Mrs. Yood stated that there has been an unusual number of positions to be filled on the staff and that she and Miss Stromdahl had interviewed several people and had made a final selection of four and that Mr. Monahan had been able to fill the position of typist. The credentials of each were reviewed (credentials attached). The Board voted to add these people to the staff subject to the approval of the Town Manager.

Those accepted were: Mrs. Alice D. Peggs, 103 Jason Street, to replace Mrs. Wade, to start at Grade VI, Step 2 - $2,670.50 Non-Professional.

Mrs. Jane Coffin, 27 Overlook Road, replacing Mrs. Judith Burg, Junior Assistant, Salary Grade VII, Step 1, $2,714.00

Miss Norma Melvin, 87 Cross Street, Winchester, to replace Mrs. Rita Jackson, Music Librarian, Grade XIV, Minimum, $3,394.00

Mrs. Regina Seltzer, 888 Massachusetts Avenue, Cambridge, to replace Miss Mary Massa, Senior Assistant, Grade IX, Step 2, Salary Grade IX, Step 1, $3,032.00.

Mrs. Margaret Morash, 22 Franklin Street, to replace Miss Jean Cassasa, typist Grade IV, Minimum. $2,236.50.

Painting by Mr. Herrick

Mr. Mallon, in talking of the paintings, mentioned that Mr. Herrick has originally asked $250. for his work and the materials, however, at the time Mr. Herrick thought a 30x36 picture would be adequate. Now after viewing the space, Mr. Herrick has decided that the picture would have to be at least 40x50 with a 6" frame. It was agreed that it would be awkward for Mr. Herrick to ask for an additional fee and that Miss Stromdahl was to offer him up to $100. more, should he feel he wanted it for the extra work and materials involved. A vote was taken of the three pictures and the majority voted for a winter scene at Rockport.

Janitor's Compensation for extra evening work

After 12:00 noon, no janitors are on duty at either branches, so that on Monday and Friday evenings when the branches are open and an organization is using either auditorium, it is necessary for a janitor to return to the library for just an hour or so, from 9-10 to close the building. His compensation for the evening has been $2.00, paid by the organization using the facilities. The janitors have been reluctant to spoil a free evening for one hour, not including time consumed getting to and from the Branch. Miss Stromdahl wondered if they could be in attendance for the whole evening, as they are in the schools, and be paid $2.00 an hour or a fraction thereof. It was voted that the janitors be paid the same rate of pay as the school janitor for a full evening.

Stack Floors

Mr. Mallon again brought to the attention of the Board the need for more shelving. The 3rd stack could be made available to the public with books least used, provided that the floor be fixed. Mr. Johnson estimated that the floor can be fixed for $450. just as the 2nd stack floor was done and Mr. Johnson has agreed to do it.

Building Repairs

Mr. Mallon further added that both he and Miss Stromdahl have been trying to contact Mr. Monahan and Mr. Greim so that the building could be inspected for necessary repairs before the budget was planned for 1956. Mr. Greim has been busy with the schools and Mr. Monahan, unfortunately, has been ill. Since the bad storm there have been many new leaks in the roofs. The skylights need repairs. The windows in the Reference Room are in very poor condition. The whole building needs pointing up. Miss Stromdahl is to contact Mr. Monahan and Mr. Greim again to see if some of the work can be done before the frost sets in and to get some figures for the budget.

Trust Investment Fund

Mr. Frost reported that he contacted Mr. Foritano again and that Mr. Foritano said he saw no reason why part of the money in Trust Funds could not be invested and not stand idle, but that he would need a letter signed by the Trustees authorizing him to go ahead and that a special name should be given to the funds. It was decided to call the money, the Trust Investment Fund, that Mr. Anderson should invest it, and that Mrs. Yood would write a letter to Mr. Foritano authorizing him to proceed.

The Board then worked on the budget for 1956.

Plans were made to meet September 19, at 7:30, to finish the budget.

The meeting adjourned at 11:20.

Respectfully submitted,
Molly F. Yood
Molly F. Yood
Secretary

PEGGS, MRS. ALICE D. CREDENTIALS

Copies of letters from the following people may be found

in Mrs. Pegg's folder in Staff file:

Mr. Welton P. Farrow, Proprietor
Farrow's Bookshop
Waterville, Maine

Mrs. Thelma McInnis
Piano teacher and Organist
Waterville, Maine

The Rev. Charles Oliver Brown
10 Center Street
Waterville, Maine

Ermanno F. Comparetti, Chairman
Dept. of Fine Arts
Colby College
Waterville, Maine

Mother M. Claveria, O.S.U.
Mount Merici Convent & Academy
Waterville, Maine

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

SEPTEMBER 19, 1955

The September meeting was resumed on September 19, at 7:30 P.M. in the Junior Library, with a full attendance.

Conference
Town
Manager

Mr. Mallon reported that he again was unsuccessful to date, in obtaining a conference with Mr. Monahan; however, he further reported that a tentative date had been set for September 23rd, subject to confirmation by the Town Manager.

Letter
to Mr.
Monahan

In view of the several work requests that had been pending for a considerable period of time and the fact that the end of the fiscal year was fast expiring on us, the members of the Board voted that Mr. Frost write a letter to Mr. Monahan stating the problem facing them and requesting that action be taken to rectify the situation.

Picture
Spofford
Memorial

Mrs. Yood wondered if the vote on the picture for the Spofford Memorial could be reconsidered. She had spoken to Miss Phelan after the three pictures had been put up in the Junior Library. Miss Phelan said that everyone who had seen the pictures was quite definite in his preference to the lighthouse scene and that Miss Phelan herself felt quite strongly about the picture. In view of the fact that Miss Phelan would have to live with the picture, and that the Trustees liked all three and thought that any one would be an asset to the library, it was decided to ask Mr. Herrick for the lighthouse scene.

The problems of the budget were again resumed.

The meeting adjourned at 11:15 P.M.

Respectfully submitted,

Molly F. Yood, Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

October 10, 1955

A meeting of the Board of Trustees of the Robbins Library was held on October 10, 1955 at 7:30 P.M. in the Junior Library. Those present were Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Sorrow was expressed by the entire Board of the passing of Mr. Edward Caterino, Custodian. Mrs. Yood was instructed to write the family a letter of sympathy.

The Secretary's report was read and accepted.

Thompson Engineering Co. Figures for relighting Ref.Rm

A letter from the Thompson Engineering Company, was read giving the figures for the relighting of the Reference Room. Two blueprints were enclosed. The estimated cost of installation of the new lighting, including fixtures, wiring and switching of $7,300.00, plus a $700.00 engineering fee, would make a total of $8,000.00. Because the price of materials and labor has gone up considerably since 1953, the price is much higher than the figure quoted then. Mr. Brosnan in looking back on his records noted that the 1953 cost was $4,730. However, it was observed in looking over the blueprints of both years, that the current prints show four additional lights in the Reference Room. Also the cost includes two additional lights in the Young People's room. It was decided to ask for $7,000. in the 1956 budget for the lighting since there is $900. remainder from the previous job.

Garden Club Memorial to Mrs. Spofford

A letter from the Garden Club was read expressing regret that it could not make a monetary contribution to the Spofford Memorial Fund. It is the policy of the club to donate only to organizations pertaining to horticulture and conservation. However, since the club held Mrs. Spofford in great esteem, it would like to plant an ornamental tree in her memory, in the Spring, on Library property, provided the Trustees and the Tree Warden approve. A fitting ceremony, with representatives of the Garden Club and Trustees would take place at the planting. It was voted to accept the Garden Club's offer.

Mr.Mallon Mr. Monahan Mr. Greim inspect building for repairs.

Mr. Mallon reported on the meeting that he had with Mr. Monahan and Mr. Greim to inspect the building. All three realize that the outside of the building is in very poor repair and that beginning with the sky lights and roof down to the masonry, walls and corridors, much work has to be done. It was felt that it would possibly cost $50,000. to complete the job. Mr. Monahan felt that the work should be staggered over a three year period with the roofs, skylights, and the wall between the Junior Library and Main Library being given precedence over the rest of the work, so that the building would be at least water tight.

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

October 10, 1955

A meeting of the Board of Trustees of the Nevins Library was held on October 10, 1955 at 7:30 P.M. in the Junior Library. Those present were Robert F. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Molly P. Todd and Miss Judith E. Strandahl, Librarian.

Sorrow was expressed by the entire Board of the passing of Mr. Edward Caterino, Custodian. Mrs. Todd was instructed to write the family a letter of sympathy.

The Secretary's report was read and accepted.

Thompson Engineer-ing Co. Figures for relighting Ref.Rm.

A letter from the Thompson Engineering Company, was read giving the figures for the relighting of the Reference Room. Two blueprints were enclosed. The estimated cost of installation of the new lighting, including fixtures, wiring and switching of $7,300.00, plus a $700.00 engineering fee, would make a total of $8,000.00. Because the price of materials and labor has gone up considerably since 1953, the price is much higher than the figure quoted then. Mr. Brosnan in looking back on his records noted that the 1953 cost was $4,750. However, it was observed in looking over the blueprints of both years, that the current prints show four additional lights in the Reference Room. Also the cost includes two additional lights in the Young People's room. It was decided to ask for $7,000. in the 1956 budget for the lighting since there is $800. remainder from the previous job.

Garden Club Memorial to Mrs. Spofford

A letter from the Garden Club was read expressing regret that it could not make a monetary contribution to the Spofford Memorial Fund. It is the policy of the club to donate only to organizations pertaining to horticulture and conservation. However, since the club held Mrs. Spofford in great esteem, it would like to plant an ornamental tree in her memory, in the Spring, on library property, provided the Trustees and the Tree Warden approve. A fitting ceremony, with representatives of the Garden Club and Trustees would take place at the planting. It was voted to accept the Garden Club's offer.

Mr. Mallon Mr. Monahan Mr. Grein Inspect building for repairs

Mr. Mallon reported on the meeting that he had with Mr. Monahan and Mr. Grein to inspect the building. All three realize that the outside of the building is in very poor repair and that beginning with the sky lights and roof down to the masonry, walls and corridors, much work has to be done. It was felt that it would possibly cost $50,000. to complete the job. Mr. Monahan felt that the work should be staggered over a three year period with the roofs, skylights, and the wall between the Junior Library and Main Library being given precedence over the rest of the work, so that the building would be at least water tight.

Mr. Mallon further reported that he met with Mr. Kennefick and a Mr. Benham of the American Brass Company to again inspect the building, so that figures could be obtained for the work. Mr. Kennefick is to write up the specifications stating specifically the type of brass and copper that is to be used and breaking down the figures to jobs, so that the work could proceed on a three year basis. As soon as the figures are obtained, Mr. Mallon will again meet with Mr. Monahan. It was decided to insert the figures for the repairs in the budget after we had definite figures from Mr. Kennefick and Mr. Benham.

Mr.Mallon
Mr.Kennefick
Mr.Benham
Inspect
building
for
figures

Mr. Mallon had a short talk with Mr. Monahan about salaries.

Since the facilities at the Crosby school are again available for voting purposes, and since the library would have to be closed at four different times in 1956 should voting take place there, it was considered more desirable from the point of view of the Trustees, to have the voting next year at the school. Miss Stromdahl also pointed out that Mondays and Tuesdays are two of the library's busiest days.

Voting
at
East
Branch

Final approval was given to the personnel classifications for salary changes.

The next meeting will be held on November 1, instead of the 14th.

The meeting was adjourned at 9:45.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

November 1, 1955

A meeting of the Board of Trustees of the Robbins Library was held Tuesday, November 1, 1955, in the Junior Library at 7:30 P.M. Those present were Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Margaret Spengler, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the October meeting were read and accepted.

Miss Stromdahl mentioned that the U. N. Committee had written a note to the library thanking it for its active and interested participation in the U. N. Program.

Trustees Meeting in Springfield

Mrs. Spengler was most enthusiastic in her report on the Trustees meeting in Springfield last September. She spoke of the citation given to Mrs. Wallace, of the architectural beauty of the new Winchester Square Branch in Springfield, as well as its functional qualities. At the panel discussion in the afternoon, emphasis was placed on the value of a Public Relations Committee comprised of interested citizens to acquaint the public with the facilities of the library. Much time was given to the advantages and disadvantages of a program of State Aid to libraries.

Voting at East Branch

Mr. Mallon read a letter from the Town Manager, stating that it was the Selectmen's as well as the Town Manager's wish that the East Branch be used for voting and that the Board reconsider its stand. A motion was made that the Trustees reconsider the recommendation on voting at the East Branch, and it was voted to defer to the wishes of the Town Manager and the Board of Selectmen.

Budget Cuts by Town Manager

Mr. Mallon reported on his and Miss Stromdahl's meeting with Mr. Monahan in regard to the budget. Mr. Monahan in going over the figures found there was very little he could cut in the figures presented to him. However, in checking again after the meeting, he cut several items that the Trustees feel are essential to the proper functioning of the library - $1500. in books and $300. in telephone. The $2000. cut in lighting would postpone for another year the completion of the reconstruction work started last year. It was decided that Mr. Mallon would request again a meeting with Mr. Monahan to earnestly present the needs and views of the library on the cuts.

R.L. Trus. Investm. Fund

Mr. Mallon brought to the attention of the Board that $7500. had been deposited in the North Avenue Savings Bank as the Robbins Library Trustees Investment Fund, and was drawing interest at 3% or better.

Miss Stromdahl reported that the roof at the East Branch leaked during the recent storm. At Mr. O'Leary's suggestion Miss Stromdahl called in Mr. Kennefick who said that the chimney was old and needed pointing up - the cost to be $89. Mr. Kennefick also said that an

area above a door through which water had leaked needed pointing up and that repairs would amount to $70. It was voted that Miss Stromdahl authorize Mr. Kennefick to go ahead with the work.

Time
Clock
East

The time clock connected with the thermostat at the East Branch has not been working. Miss Stromdahl has contacted several companies including the makers of the thermostat and no one seems to be interested in fixing it. It was suggested that Miss Stromdahl turn the matter over to Mr. Greim.

Shelving
Stack
Area

The completed job on shelving in the stack area will cost $350. more than was set aside in Capital Outlay in the 1954 budget. It was voted to take the $350. out of Building and Grounds.

Order
Dept.

The new order department room that will be created in December, will need new shelving. It was voted to set aside $300. from Building and Grounds for this purpose.

Motor
for
Boiler

It has been discovered since the heat has been turned on that the boiler is not functioning properly. The motor controlling one of the valves must be repaired. If it cannot be repaired, a whole new unit will be needed. Miss Stromdahl was authorized to purchase a new unit if necessary through proper channels.

Job
Analysis
for
Personnel
Board

The Trustees in going over the job analysis that Miss Stromdahl had prepared for the Personnel Board,suggested that on the last page she add - "In rare instances, the Trustees reserve the right to accept experience for Library School training". Mr. Mallon read the letter which will accompany the job analysis and new salary schedule pointing out the inequities existing in the salary scale as compared with other town employees. Both letter and analysis were approved by the Board.

By-
Laws

Miss Stromdahl wondered if the Trustees were aware of the fact that the Board had no By-laws. Some of the Trustees felt that a set of governing laws may be helpful and others felt that the group was so small that it did not warrant such formality. The matter was tabled to a later date.

Election
of
Officers

Since Mr. Elliott resigned, election of officers has taken place in December. Mr. Mallon pointed out that appointments were made in July and that December was an awkward and trying time for a new chairman to take office. He asked the Trustees to consider the matter of a later election date and discuss it at the next meeting.

The meeting adjourned at 10:30.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

December 12, 1955

A meeting of the Board of Trustees of the Robbins Library was held on December 12, 1955 at 7:30 P.M. in the Junior Library. Those present were: Robert J. Brosnan, Edmund L. Frost, Hugh A. Mallon, Jr., Mrs. Margaret Spengler, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

Letter from Mr. Patterson

A letter from Mr. Harry J. Patterson, Director of the Vocational High School, was read expressing his appreciation of the services rendered by Mrs. McQuade to the boys in giving them training in the use of the Library.

Boiler

Mr. Mallon mentioned that the boiler has been fixed at a cost of $300.00.

Mr. Elliott

It was voted that the Secretary write a letter to Mrs. Elliott, conveying to her the Boards' sorrow at Mr. Elliott's passing and its appreciation of all that Mr. Elliott did for the library.

Exterior of Building

Mr. Mallon reported that he and Mr. Monahan met with Mr. Canzanelli to discuss the condition of the exterior of the building. All agreed that it was in very poor condition and were of the opinion that work on it should start soon, that the repairs should be completed in one year rather than over a period of years, and that $25,000. should be requested in the budget to do a complete job. In going over Mr. Canzanelli's report, Mr. Mallon pointed out that it was essentially the same as the verbal report Mr. Kennefick had made, i.e., the roof of the Main building, the gutters, the skylights in both the main building and annex, the ventilator in the annex, plus the masonry of the whole building and the steps of the annex must be taken care of. All the windows throughout the main building should be replaced and the side wall between the main building and the annex needs to be repaired and water proofed.

Mr. Mallon, Mr. Monahan, and Mr. Canzanelli feel that there should be a program of maintenance set up so that the building could be kept in good condition. The Board heartily concurs with this.

Repairs to Jr.Lib.

It was decided that since the entire building was going to be repaired and adequate funds may be set aside for it, that the requisitions for the pointing-up of the area ways and the replacing of the stairs in the Junior Library be cancelled.

Miss Stromdahl reported that Mr. Corelli is again working at the Library.

It was voted to close the library Friday evening, December 23, at 9:00 P.M. and at noon on Saturday, New Year's Eve., for the Holidays.

Holiday Closing

It was decided that the election date for officers of the Board should take place in July rather than December.

Election Date

Miss Stromdahl wondered if the Trustees wanted to have the Print Collection listed again with New England Museums and Historic Houses. It was voted to continue the listing.

Print Col. Listing

The next meeting will be on January 16, rather than the 9th.

The meeting adjourned at 9:20.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

January 16, 1956

A meeting of the Board of Trustees of the Robbins Library was held in the Junior Library at 7:30 P.M. on January 16, 1956. Those present were: Hugh A. Mallon, Jr., Edmund L. Frost, Robert J. Brosnan, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler and Miss Judith E. Stromdahl, Librarian.

A letter from Mr. Nicksay was read stating the deadline for any articles to be inserted in the Warrant for Town Meetings on March 5 and 19, was January 23.

Meeting Personnel Board Reclassification

Mr. Mallon reported that he and Miss Stromdahl met with the Personnel Board in the evening on January 12, to go over the recommendations of the Trustees in the reclassification of the Library Staff. The Personnel Board concurred with the suggestions made by the Trustees except in two instances:- it felt that the Assistant Librarian should have a special classification, Grade XIX, and that Grade XIV should be changed to Grade XV rather than XVII.

Meeting Town Manager

Over-time rates Custodians

Mr. Mallon further reported that he met with the Town Manager on Saturday to discuss the changes in overtime rates for Custodians. Since the Libraries are open on Saturdays, overtime rates on that day do not affect Library Custodians. Double time will be paid on Sundays for the checking of the buildings and straight time on holidays. Outside organizations using halls are to pay Custodians $2.00 per hour, with a minimum of $6.00, this $6.00 fee applicable only to Dallin Branch. All emergency work, such as snow removal and emergency clearing to be paid at the rate of time and one-half, double time for Sunday and single time for Holidays, but double time after first eight hours. Since there are plenty of flags on display throughout the town on Sundays and Holidays, those at the Library were not deemed necessary. These rates are to be retroactive to January 1. Miss Stromdahl is to estimate the number of emergency hours that may be needed in the coming year and send the figure to Town Hall so that it may be included in the 1956 budget.

Elbridge Farmer Fund

Mr. Mallon pointed out that the total income from the Elbridge Farmer Fund was $1,577.75; that $5.50 was spent on a box and $1,570. was spent on the Library. The principal from that fund is $53,000. It was decided that Miss Stromdahl would invite Mr. Foritano to our next meeting on February 13, so that some plan can be arrived at to govern future investing and spending of trust funds as a whole.

Annual Reports

In reviewing the Annual Reports made up by Mr. Mallon and Miss Stromdahl for the Town Annual Report, all were of the opinion that they were excellent - concise, factual, and a good picture of the activities of the library. However, it was suggested that the names of Mrs. Spofford and Mr. Elliott be added to that of Mr. Caterino in the statement mentioning Mr. Caterino's death, in spite of the fact they were not connected with the library at the time.

Memorial to Mr. Elliott

East Branch

Mr. Frost reported that he had spoken to the Selectmen of the possibility of a Memorial to Mr. Elliott. The Selectmen felt that inasmuch as Mr. Elliott had served only one year as Selectman and inasmuch as many civic minded people have died and no memorial had been erected to their memory, it would hardly seem fitting for them to establish such a precedent now, but suggested that the Library could do anything it wished. Miss Stromdahl wondered if the name of the East Branch could be changed to the Elliott Branch since Mr. Elliott had been instrumental in the erection of the new branch and since he had spent much time and effort in seeing the job through. All agreed that it was an excellent suggestion; all were aware of the many hours Mr. Elliott had consumed in the planning of the East Branch. Mr. Frost is to find out the proper procedure to follow in the changing of the name.

Bonds in Trust

Several of the bonds in trust funds are due to expire June 1956. Mr. Mallon reported that the Arlington Cooperative will take up to $16,000. on each account.

Cast of Paul Revere for Dallin School

The Building Committee in charge of new Dallin School on Florence Avenue are interested in procuring the original cast of Paul Revere executed by Cyrus Dallin - the cast is presently stored on the third floor of the library. The cast is not in good condition but Mrs. Buzzell, a member of the Committee feels that it can be repaired. Mr. Mallon is to contact Mrs. Dallin to secure her permission for the removal of the cast to the new school and if that is granted the Trustees will turn it over to the Committee. The Secretary was instructed to write a letter to Mrs. Buzzell to that effect.

Miss Stromdahl is having difficulty getting back the keys to the library that were in Mr. Caterino's possession. The family does not seem able to find them. Miss Stromdahl was asked to replace the locks on all the doors.

After the adjournment of the meeting at 9:45, the Trustees went on a tour of inspection of the building viewing the flooring to the second and third floor stacks as well as the new shelving, the new order room in the basement, the new lighting throughout the basement, and the paint job done in the kitchen and living room by the Custodians. All feel that progress is being made, but that more space is needed.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

ESTIMATED OVERTIME FOR CUSTODIANS

1956

HOLIDAYS - The three buildings are checked by a Custodian every Sunday and Holiday that the Library is not open. Heretofore, the custodian has been granted time off in lieu of overtime payment.

(3 hr. checking - 3 buildings)

New Years' Day
February 22
April 19
May 30
July 4
Labor Day
October 12
November 11
Thanksgiving
Christmas

Use 10 Holidays at straight time (3 hrs. each day)
30 hrs. $1.91 per hr..... $ 57.30

Use 20 Sundays at double time (November 15 to April 1) 3 Bldgs.
(3 hrs. per day 60 hrs. $3.82 per hr..229.20

SNOW STORMS - (Time & 1/2)

4 storms (6 hrs. ea.) 24 hrs. $2.87 per hr..................... 68.88

EMERGENCIES - 400.00

$ 755.38

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

February 14, 1956

A meeting of the Board of Trustees of the Robbins Library was held on February 14, 1956 at 7:30 P.M. in the new Conference Room. Those present were: Edmund L. Frost, Hugh A. Mallon, Jr., Molly F. Yood, Margaret H. Spengler and Judith E. Stromdahl, Librarian.

Prior to the meeting, the Trustees viewed Mr. Herrick's painting hung in the Junior Library for the occasion.

The Secretary's report was read and accepted.

A letter from Mrs. Elliott was read, thanking the Board for its expression of sympathy.

Renaming East Branch

Mr. Mallon reported that an article had been inserted in the Town Warrant for the renaming of the East Branch to the Elliott Branch and asked Miss Stromdahl if she could prepare a dossier on Mr. Elliott.

Insurance Trust Funds

Mr. Mallon requested Mr. Frost to check with the Cooperative Bank to ascertain the insurance coverage of deposits - whether the insurance would cover each Trust Fund separately or as a whole.

Lighting Ref.Room

It was decided that before the lighting reconstruction in the Reference Room would be started, it would be wise to look into the possibility of using a new type of lighting that the General Electric Company has manufactured which is supposed to give more light at less cost.

The revised budget was examined.

Pullman Kitchen

The matter of a Pullman Kitchen for organizations using the Junior Library Hall came up. As it was felt such an item could not be put in the budget and as many organizations have expressed a desire to make some sort of contributions to the library, it was suggested that Miss Stromdahl tactfully express the convenience of a Pullman Kitchen to them and ask one organization to head a committee which would take on such a project.

The Polio clinic has been moved from the Junior Library Hall to the Hardy School.

Painting by Mr. Herrick

When Mr. Herrick had first been engaged to paint the Memorial picture, he had asked $250. plus the frame, as his fee. However, the picture is considerably larger than agreed upon and Mr. Herrick would rather the Trustees set the price. The Trustees felt that the Trust funds should match the amount collected through contributions, said amount would be approximately $200.

Memorial for Mrs. Spofford

Mrs. Yood reported on the plans made for the Memorial for Mrs. Spofford. April 29 was set as the date. The invited guests will be Town Officials, presidents of organizations, the clergy, donors to the painting, newspaper people, librarians, family and personal friends and former trustees. The ceremony will be simple. Mr. Mallon to act as Master of Ceremonies, the unveiling by a member of the family, a tribute paid by Mr. Keefe, with music by one of the youth choruses. Tea catered by Mr. Boyce, will be served after the ceremony, in the hall. It was voted to take a sufficient amount of money out of funds to cover the cost of the tea. Mrs. Yood is to look into the matter of a bronze plaque to be placed beneath the picture.

Changing 7 day fiction to 14 days

Miss Stromdahl wondered if new fiction under 500 pages could be made two week books just as the longer fiction and the new non-fiction, so that there would be more conformity in the issuance of books. Mr. Frost thought that perhaps service to the public may be diminished by a change of policy. It was decided to make up a questionnaire to be filled out by borrowers, asking them to express their preference. It was also decided that one book of those on reserve be marked a shelf copy so that at least one copy could be available to those who did not care to make reservations. It was further agreed that it would be wise to check the number of 7 day books that are kept out longer than the designated period.

Articles for Town Warrant

A discussion on the articles to be placed in the Town Warrant followed. Miss Stromdahl is to send additional information to the Finance Committee, stating the number of staff who left in the past few years because of inadequate salary. Board members were of the opinion that the discussion be tabled until the Finance Committee submitted its recommendations.

The meeting adjourned at 10:10 P.M.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

March 12, 1956

A meeting of the Board of Trustees of the Robbins Library was held in the conference room on Monday, March 12, 1956 at 7:30 P.M. Those present were: Hugh A. Mallon, Jr., Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, Edmund L. Frost, Robert J. Brosnan and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

A letter from Mr. Edwin B. Dallin was read granting permission to the Town of Arlington to have the statue of Paul Revere restored and to have it placed in the new Cyrus E. Dallin School. This letter is to be placed on file for future reference.

Statue
of
Paul Revere

Mrs. Harold C. Houghton of the Garden Club wrote a follow-up letter on its Spofford Memorial project. The Garden Club, with the Board's approval, plan to plant a white dogwood sometime in May, outside the Junior Library in memory of Mrs. Spofford. Miss Stromdahl is to contact Mr. Dolan about a possible site.

Garden Club
Memorial to
Mrs. Spofford

There were two letters of resignation; one from Mrs. Burke to be effective March 31st, and the other from Mrs. Sullivan to be effective April 14. Both expressed their regret at having to leave and their appreciation of the contacts they made and experience they acquired.

Resignations

Mr. Brosnan reported that he had contacted the General Electric Light Laboratory in Cleveland, Ohio. He was referred to Mr. Brown of the Boston Edison Company, who sent Mr. Malquist to the Library to look at the Reference Room. A report of his findings would be forwarded in a week with suggestions and recommendations.

Mr..Brosnan
Lighting

It was decided that Mr. Mallon was to present the Library's case on the Town Hall floor, Monday, March 19, stating that an inequity in the pay scale exists, that no reclassification of jobs has taken place in the library since 1949 in spite of the fact that all departments in town have been reclassified. Even if the Selectmen's articles are not passed, it was agreed that a substitute motion be presented and that Mr. Mallon was to state the existing conditions so that Town Meeting Members become aware of the inequity.

Town
Meeting

Mr. Foritano, at the Board's request kindly appeared to discuss library trust funds and to offer suggestions for the proper handling of these funds. He felt that three separate accounts should be opened- one for those trusts leaving money exclusively for books, another for those designating general library purposes, and the third for the Elbridge Farmer Fund. Mr. Foritano said that these accounts should be set up before December 31 of this year.

Mr.Foritano
Trust Funds

Mr. Leonard Wood had requested an audience with the Trustees. He stated that he had to "get something off his chest". He wondered if the Trustees were aware of all that Stanley Glynn had done to help bring about the East Branch Library. He thought Mr. Elliott was a fine, civic minded gentleman, but hoped the Board had not forgotten Mr. Glynn. The Trustees assured him that they were aware of what Mr. Glynn had done but felt that Mr. Elliott had done a great deal for the library as a whole and had taken on a great deal of responsibility in the construction of the remodeled East Branch.

Mr. Wood East Branch

Miss Stromdahl wanted to know how the plaque should read that is to be placed beneath the memorial picture. The Board thought that "In Memory of Lucinda F. Spofford, Librarian from 1923-1950" would be sufficient.

Plaque for memorial

The picture fund is now $201.00. It was agreed that Mr. Herrick be paid $500.00, the rest of the money to come out of trust funds.

Miss Stromdahl is to ask Mr. Monahan if a sign could be placed on the Robbins House. Many people come into the Library asking for the various departments housed there.

Sign for Robbins House

She also wondered if the metal sign reading Junior Library, that is now in the basement can be replaced. It was agreed to have this done.

Sign for Junior Library

Miss Stromdahl read the remarks she had prepared about Mr. Elliott that are to be read by Mr. Mallon at the Town Meeting for Article 14. It is a fine presentation of the work Mr. Elliott did in the construction of the Library and for the Library as a whole.

Mr. Elliott

Mrs. Yood reported on her interview with Mrs. Alyce L. Davis for the position of Senior Assistant to replace Mrs. Regina Seltzer. Mrs. Davis has an excellent background, (recommendations, experience, education, and background attached) She is interested in the work, has ability and intiative plus a pleasant manner. The Board voted to accept her provided that Mr. Monahan approves of her appointment.

Mrs. Davis

Mr. Mallon said that Mrs. Wilkins, Chairman of the Red Cross, had requested the use of the Reference Room for a tea to which approximately 400 guests would be invited. Mrs. Yood was instructed to write a letter to Mrs. Wilkins, stating that it has been the policy of the Library since 1951 not to allow the Reference Room to be used for such purposes, because of the difficulties involved in setting up the room for social affairs. However, the Junior Library Hall is always open to any organization for a non-profit making affair.

Ref.Room Mrs.Wilkins

The print in the Arlington News is very poor, often totally illegible in sections. Miss Stromdahl wondered if it should be microfilmed. The Trustees suggested that Miss Stromdahl speak to Mr. Dunbar about the matter. If good copy was not forthcoming, it would be advisable not to have the Arlington News microfilmed.

Arlington News

There are again termites in a section of the basement area. Miss Stromdahl has contacted the Waltham Chemical Company which said they would take care of the condition for approximately $40.00. Miss Stromdahl was asked to have the job done.

Mr. Frost reported that the Cooperative Bank insures all accounts for the full amount.

The meeting adjourned at 11:10 P.M.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

April 9, 1956

A meeting of the Board of Trustees of the Robbins Library was held on April 9, 1956 at 7:30 P.M. in the Conference Room. Those present were: Hugh A. Mallon, Jr., Robert J. Brosnan, Edmund L. Frost, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler and Miss Judith E. Stromdahl, Librarian.

The minutes of the March meeting were read and accepted.

Two letters from Mr. Robert O'Reilly were read. The first concerned the renewing of the insurance on the print collection to expire on April 11. The second quoted figures on insurance covering films borrowed. Mr. Mallon is to confer with Mr. O'Reilly on both to see if the print collection can be insured for a three year (3) period to save a one-half year's (½) insurance and to find out what is the best type of insurance to cover the film projector and the films borrowed during the year.

Insurance
Print
Collection
Films

A letter of resignation from the staff by Miss Eva Smith was read, the resignation to become effective May 16, 1954. It was voted to accept her resignation with regret and the Secretary was instructed to write a letter to that effect.

Miss
Smith
Resignation

The Board of Selectmen, through Mr. Frank Nicksay, invited the Trustees to participate in the Patriot's Day ceremonies at the Town Hall on April 19.

Mrs. Yood in reporting on the memorial exercises for Mrs. Spofford wondered if all the Clergymen and PTA Presidents should be invited, because many did not know Mrs. Spofford. In checking the list, the Trustees could not determine which had resided in town when Mrs. Spofford was Librarian, and so it was decided to invite all so that no one would be offended. Mrs. Yood also said that members of the Staff who had served for a considerable time under Mrs. Spofford had been invited to pour at the tea. The guest list was checked and a few names were added.

Mrs.
Spofford
Memorial

Miss Stromdahl brought to the attention of the Board the parking problem outside the Library. Many people have used the small area reserved for patrons of the Library as an all day parking lot. She has brought the matter to the attention of the police and as a result some members of the Staff have been tagged, along with the offending parties. It was voted to have a sign reading "Reserved for Library employees" put in the rear of the building and another reading "Two hour parking" put in the semi-circle in front of the building. This is subject to the approval of the Town Manager.

Parking
Area

Appointment Miss Sturtevant

Transfer Mrs. Coffin

Appointment June Souther

Personnel

Mrs. Yood pointed out that there were three vacancies on the Staff to be filled. She and Miss Stromdahl had interviewed a Miss Sturtevant, who had completed her Junior College training at Boston University and had had experience in the Winchester Public Library and the B. U. College Library. Her recommendations were excellent, her manner was self-possessed and pleasing. Because the Staff was so short handed, her qualifications were sent immediately to Mr. Monahan and he approved the appointment. Miss Sturtevant is to be placed in Grade VI, minimum, a non-professional position and will be placed in the Circulation Department. Mrs. Coffin has been transferred to the Junior Library to replace Mrs. Burke, for Miss Phelan needs a professional with experience in dealing with children and Mrs. Coffin's educational background fills that need. A Miss June Souther, a senior at Arlington High School, who has been working as a typist in the library after school and during the summer, and doing an excellent job, was interviewed for the position of typist in the Cataloguing Department. She is to be hired and placed in Grade IV, minimum, subject to the approval of the Town Manager. Mrs. Margaret O'Brien, who is now working at Town Hall, heard of a vacancy on the Staff and was interviewed. She, however, though her references are good, has had only stenographic experience and has never worked in a library and knows nothing of library techniques. Miss Stromdahl pointed out the need for a professional to replace Miss Smith. Two people, one from Colby College with experience in the library there as well as in Wakefield, the other graduating from Simmons Library School this June, have applied for positions. Since the two non-professionals are coming in at the minimum of their grades and since Miss Smith worked almost a full week, 35 hours, there will be enough money to cover a new professional this year. It was therefore agreed by all the Trustees, that it would be to the advantage of the Library to interview the two professional applicants.

Miss Stromdahl asked if it were all right to start buying the equipment included in the budget. She was told to proceed.

Suggested Lighting for Ref.Room

Mr. Brosnan presented the blue prints made by Mr. Malquist of the Boston Edison Company for the reference rooms. Mr. Malquist suggested a louvered fluorescent fixture that would conform to the decorative scheme of the ceiling and still would yield 40 candle power - 10 more candle power than in the blue prints drawn up by the Thompson Company. Mr. Monahan and Mr. Reed now have the blueprints for approval. If approved, Mr. Reed will write up the specifications.

The Secretary was instructed to write a letter of thanks to Mr. Malquist and to Mr. Foritano.

The books have been moved to the third floor stack. Miss Stromdahl and the Staff decided that it would be less confusing to arrange the books in the regular sequence rather than to place the little used books in that stack. The librarians will gladly get any books for those who have difficulty climbing stairs.

The meeting adjourned at 10:15.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 14, 1956

A meeting of the Board of Trustees of the Robbins Library was held on May 14, 1956 at 7:30 P.M. in the Conference room. Those present were: Hugh A. Mallon, Jr., Mrs. Molly F. Yood, Robert J. Brosnan, Edmund L. Frost, Mrs. Margaret H. Spengler and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceding meeting were read and accepted.

Several letters followed. The first was from James Golden, stating that no action was taken on Article 14 of the 1956 Annual Town Meeting. This letter was to be put on file.

Letter
Town
Clerk

The second from Mr. Monahan, was a request that several Boards, including the Library Board, from now on hold semi-monthly meetings and that reports of the minutes be submitted within 48 hours to the Town Manager.

Letter
Town
Manager

The third was an inquiry from Mr. Monahan concerning the Library's disposal of discarded books. Both Mr. Mallon and Miss Stromdahl have spoken to Mr. Monahan regarding them and have explained procedures involved.

Discarded
Books?

A fourth letter was from Mr. Golden, asking the Trustees to reply to a letter that the Selectmen received from a Mr. Loeffler, director of the Legislative Research Council, concerning the Board's policy in meetings open to the public, in keeping minutes of the meeting, and in allowing the public to read the minutes.

Letter
from
Town
Clerk

The last letter was from the Waltham Chemical Company and dealt with termites which have appeared in the basement area of the original building. Upon inspection, termites were found in the soil lower than where the ornamental stone rests in the field stone section of the foundation. It was suggested that the termite chemical be injected 12" below the ornamental stone base of the two outer walls of the room where the termites appeared, that the soil also be treated with the chemical, that the plaster about the level of the baseboard be drilled and the space between the plaster and foundation be treated. The cost is to be approximately $150. It was voted to go ahead with the work with the approval of the Town Manager, the money to come from Building and Grounds. It was also suggested that it would be advisable to look into a contract that would include a regular check of the building.

Termites

Mr. Mallon reported that he met with Mr. Reilly about the insurance on the print collection and on the films and projector. The three year policies represented a one-half year savings and was agreed upon.

Insurance

Lighting

Concerning the lighting, Mr. Mallon had spoken to Mr. Reed who is drawing up specifications. $3,756.80, is the amount we have for lighting: - $756. from last year and $3,000. in this year's budget. A picture of a new type of fluorescent fixture was shown. This is manufactured by General Electric. Since no one had seen it, Mrs. Spengler and Mrs. Yood were asked to look at some to see if they would fit into the décor of the reference room. Should they seem satisfactory, work on the lighting is to proceed as soon as possible.

Memorial Exercises for Mrs. Spofford

Mrs. Yood in reporting on the Library Memorial exercises for Mrs. Spofford, noted that bills from the caterer and manufacturer of the bronze plaque were the only ones outstanding. The plaque and gratuities are to be paid from contributions on hand since the picture has already been paid for. Notes of thanks are to be written to the Park Department for transporting the chairs, to Scott Flowers and the Garden Club for flowers, to Mr. Hermance and the chorus, to Mr. Keefe for his tribute, to the Staff and Custodians for all their efforts.

Mrs. Spengler represented the Trustees at the tree planting in memory of Mrs. Spofford by the Garden Club.

Tree Planting by Garden Club

A White Dogwood was planted outside the Junior Library. Mrs. Lincoln spoke of the kinship between the Garden Club and Mrs. Spofford and the close relationship of the Club to the Library. Mrs. Spengler in accepting the tree compared the beauty and growth of the tree to the beauty and growth of the library under Mrs. Spofford. A plaque was hung on the tree and it was suggested that it be placed in the Junior Library until the tree be old and strong enough to have it permanently fastened on it. It was also suggested that a copy of Mrs. Spengler's talk be sent to the Spofford family.

Copper Flashing on Roof

Mr. Mallon told of his meeting with the Kennefick Bros., regarding the copper flashing on the roof. In previous years the flashing had been soldered together. This did not allow for expansion and contraction of the metal with the weather changes and as a result the flashing has deteriated. Mr. Vogeli, an engineer for the American Brass Company, an expert in his field, has offered to come out and look at the building and make suggestions, one of which is a sleeve type arrangement which will take care of the contraction and expansion. So far Mr. Mallon has not been able to set a date with Mr. Monahan and Mr. Canzanelli for such a meeting. The work has been delegated to Mr. Greim. It was decided that a date be set and all be informed of it so that Mr. Vogeli who has been generous with his time will be able to arrange his own schedule.

Questionnaire for seven-day books

Miss Stromdahl reported on the results of the questionnaire concerning seven-day books. To date 149 preferred the seven-day limitation, to 113 the fourteen-day period. Miss Stromdahl is to check again with other libraries to ascertain whether a five cent (5) fine encouraged an early return of books.

Miss Stromdahl has had many requests from individuals and families about gifts that have been left to the library through the years. Miss Stromdahl wondered if these could be put in the gallery on display.

Gifts

It was voted that an inventory be made of the gifts, that they be put on display in the gallery, and that publicity be given them.

Open Board Meetings?

In regard to the requests of Mr. Loeffler of the Legislative Research Council, it was decided that he be answered immediately. No one has ever requested an open library Board meeting; therefore, no policy has been set up. The minutes of the meetings are available at the Town Manager's office and at the Library should anyone ask for them,

Plaque of Cyrus Dallin

A Mr. Paul Adrian Brodeur, resident of Arlington, has done a bronze plaque of Cyrus Dallin. He wondered if the Library would accept it as a gift if some interested Arlington organization should care to purchase it. The Trustees thought it an admirable addition to the library and agreed to accept it as a gift with the approval of the Town Manager.

Request from Mrs. Chandler for Reclassification

Miss Stromdahl presented a request from Mrs. Chandler for reclassification. Mrs. Chandler in checking the Classification Pay Schedule thought that she could possibly be classified in CG4, which reads Principal Clerk and Bookkeeper, She is now in CG3, Maximum. According to the Personnel Office, CG4 is for Principal Clerk and Bookkeeper in the Town Accountant's Office and Treasurer's Office and assumes that the clerk has people working under her. This category, therefore, would not include Mrs. Chandler. Also, it was noted that the budget for 1956 has been established and also that the Trustees have no authority to change job classifications.

Out-of-Town Borrowers

The library does have requests from out-of-towners for borrowers cards to use the library. In the past, guest cards on a yearly basis, have been issued to deserving people. Miss Stromdahl requested that a policy be established so that the staff would have a definite regulation to follow. Most towns issue out-of-town borrowers cards for a nominal fee. It was voted to charge $5.00 to out-of-towners for the privilege of using the library.

The meeting was adjourned at 10:10.

Respectfully submitted,

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 11, 1956

Visit to Watertown

Prior to the regular meeting of the Board of Trustees of the Robbins Library on June 11, all the Trustees visited the newly erected annex to the Watertown Public Library. The Trustees were interested not only in the spacious and functional aspects of the annex but also in the harmonious beauty that had been achieved at comparatively small cost.

After the visit the Board returned to the Robbins Library and met in the Reference Room at 9:15.

Bloodmobile

A letter from Mr. Monahan was read urging all heads of departments and members of Boards to cooperate with the Red Cross by donating blood when the Bloodmobile visits Arlington on June 29.

Miss Smith wrote a note thanking the Trustees for the picture of herself that they had presented to her.

A letter of thanks from the Red Cross was read, for the use of the library during the past year.

Termites

The Waltham Chemical Company has not been able to start work on the eradication of the termites, but will do so at its earliest possible opportunity.

Mr.Mallon Report on Lighting

Mr. Mallon on reporting on the lighting said that the construction would porbably cost more than anticipated because extra construction would be necessary to carry the weight of the fixtures. 2x4's would have to be tied into the beams to carry the extra weight. In order to reach the beams a header may have to be constructed to reach the ceiling. If that is not possible the floor of the gallery will have to be torn up and flooring matched and replaced. The fixtures will cost $1,890., the electrical labor approximately $700., and the structural labor should the floor need to be removed, approximately $1,000. It was decided to have four switches for the outside perimeter so that the dark part of the room may be lit without lighting the whole room. The inner perimeter is to have two switches.

Report on Building Repairs

Mr. Mallon then reported on his meeting with Mr. Vogeli and Mr. Benham of the American Brass Company along with Mr. Greim and Mr. Kennefick. Mr. Vogeli said the gutters would not have to be repaired; they already have expansion joints. However, all the skylights needed attention. He suggested that a dome shaped enclosure be made to cover the skylight over the rotunda, that the skylight in the corrider be covered completely, that only the skylight in the gallery be repaired as the gallery has no windows. His other recommendations for the roof were 1) that a more sizeable guard be put

around the vent to prevent the rain from coming in 2) that the copper be taken off the hips, cleaned, recalked and ~~calked~~ and replaced 3) that the flat area be renewed 4) that the peak of the roof be replaced and 5) that copper sheeting be placed on the wall between the children's room and the catalogue room. The slate on the roof is in excellent condition. Mr. Vogeli will draw up specifications for the outer wall. Mr. Greim will take care of the rest. It was agreed that the bids be limited to contractors in good standing, those with at least 25 years experience, to specify the type of materials that should be used. It was also agreed that someone from the Board be present when the bids are opened.

Building Repairs

Miss Melvin, though she has not officially tendered her resignation as of September 1, has told Miss Stromdahl that she is planning to leave. She has been offered her former teaching position at a considerable increase in salary. Miss Stromdahl and Mrs. Yood have interviewed Mrs. Davis for the position. Her qualifications, experience, and ability, the Board felt, made her the most logical person for the position.

Miss Melvin Resignation

One of the lawn mowers broke down and is beyond repair. The Janitors would like a power motor as a labor saving device. Should the stove or some of the furniture be less than anticipated, Miss Stromdahl was authorized to purchase a power motor.

Power Motor

The summer meetings will be July 9 and August 13.

The meeting adjourned at 11:15.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood, Secretary

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

July 9, 1956

A meeting of the Board of Trustees of the Robbins Library met on July 9, 1956 at 7:30 P.M. in the Conference Room. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Mrs. Margaret H. Spengler, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

Miss Stromdahl gave the highlights of the American Library Association Convention in Miami. It was a most interesting and instructive group of meetings.

The Secretary's report was read and accepted.

Power
Mower

Miss Stromdahl passed around a brochure she had received from Mr. Frost on power mowers, an Excello, one that could be bought with a discount from Mr. Frost for $127.07 and another for $87.50. Since none of the trustees knew anything about power mowers, Miss Stromdahl is to consult again with Mr. Frost to determine which would be the better for the library needs.

P.T.A.

A letter from Mrs. Wm. McCarty, past president of the Parmenter P.T.A. was read thanking the Board and the Staff for the many services extended to the P.T.A. in the past year.

Morma
Melvin
Resignation

This was followed by a letter of resignation from Miss Norma Melvin. She would like her resignation to be effective August 17.

School
Deposit

Mr. Laurence Mantyla, the principal of the new Dallin School, requested in a note to Miss Stromdahl "a substantial deposit of books" for the new school library.

A letter from Mrs. Davis was read thanking the Trustees for her appointment to the position of Music Librarian.

Mr.Frost
Letter

The last letter, from Mr. Frost, expressed his appreciation of the work carried on by the library during his term and the friendly cooperation that existed on the Board of Library Trustees. The secretary was instructed to write to Mr. Frost to thank him for all he has done on the Board and to repeat the Board's sense of loss on his leaving.

Electrical
Work in
Ref. Room

Mr. Mallon reported that the floor of the gallery will have to be torn up to do the electrical work in the Reference Room. He would like an electrical contractor to do the work with a carpenter called in to remove and replace the flooring. However, Mr. Grein said that under a state law a general contractor would have to be used. Mr. Greim through the Town Counsel, is going to request from the State House that an electrical contractor be used. A General Contractor would increase the cost of the construction considerably.

Exterior Repairs

Mr. Mallon further reported that he met with Mr. Greim and Mr. Canzanelli about the repairs to the exterior of the building. Mr. Canzanelli is to write up the contracts which will be open to bid from General Contractors.

Election of Officers

An election of officers followed. Since it had been agreed that the Chairmanship should be a rotating office, to divide the responsibility among all the members, Mr. Brosnan was unanimously elected. Mr. Mallon was thanked by all the trustees for the splendid job he did during his term. All were aware of the many hours he spent in carrying out his duties and how responsible he was for the work about to be started on the repair of the building. Mrs. Yood was elected secretary.

Public Relations Chairman

Mrs. Spengler felt that it would be healthy to inform the public of the work the trustees are doing. A well informed public makes for better citizens. Mrs. Spengler was therefore appointed Public Relations Chairman of the Board. It was decided to have items appear regularly in the newspapers.

Requests for School Deposits

Miss Stromdahl has had three requests for deposits of books to schools - from the Dallin School, the No. Union Street School, and from the Parmenter. These requests create a serious problem. The budget for books was not increased for 1956; the cost of books has gone up 7% in the past two years. More personnel - at least two - are needed to supervise the circulation of school books. It was felt that a request for emergency funds would be in order. However, before asking for more money, all were in agreement that it would be advisable to present concrete figures and facts to Mr. Monahan and then to proceed to the School Committee. Mrs. Spengler and Mrs. Yood were appointed a committee to look into the matter with the Librarian.

Paint at East Branch

The paint around the windows of the East Branch is peeling. It was discovered that indoor paint had been used. Also the elements have gotten into the stained door and that additional staining would not help. It was voted to have the windows repainted properly and to have the door painted blue.

Retaining Wall

Since Paul Revere Road has been regraded, the road has been dropped 2 to 3". Mr. O'Hara now feels that a retaining wall may not be necessary to hold back torrential rains. It was voted to wait until conditions are proved satisfactory before requesting that the $250. set aside for a retaining wall be returned ~~by~~ to the Public Works Department.

Monies from Funds

$21,000. in Series G. Funds fell due July 1 - $10,000. from the Art Fund, $6,000. from the Thompson, $1,000. from the Hodgden and $4,000. from the Blake. These are to be redeemed and put into the Cooperative Bank. The Secretary is to write to Mr. Francis Coughlin informing him of the Board's wish to have the monies transferred.

Publicity

Mrs. Spengler passed out excerpts from an article in the Saturday Review - "How good is Your Library" - an article that she thought particularly fine. She is to make a resumé of it for publicity purposes later.

The next meeting will be August 13, 1956 at the East Branch.

The meeting adjourned at 10:30.

Respectfully submitted,
Molly F. Yood
(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

August 13, 1956

A meeting of the Board of Trustees was held at the Dallin Branch on August 13, 1956 at 7:45. Those present were: Hugh A. Mallon, Jr., Robert J. Brosnan, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

Concert

A letter from Miss E. Lillian Evans was read expressing her appreciation of the Thursday afternoon musical programs.

Letter from Mrs. Enquist

A Mrs. Bror Enquist, in a letter to the Board of Trustees, in addition to conveying her pride in the library system, regretted the need of placing the spiritual and religious books on the third floor stack which is not too accessible. She realized the need for additional building to the library to make all books more easily available and hoped the board would give it careful consideration. The Secretary was instructed to acknowledge her letter.

Bids for Lights and Repairs

Mr. Mallon, in reporting on the lights and major repairs to the building, said that matters were at a stand still. The lights and repairs are to be combined to be put out on bid to one General contractor. Mr. Reed has written up the specifications for the lighting, but Mr. Canzanelli, who is now indisposed, has apparently not completed the specifications for the building. The Board regretted the delay. It had hoped that at least the lighting could be done during the summer when the Reference Room is not quite as busy.

School Libraries

Mrs. Spengler, Miss Stromdahl, and Mrs. Yood reported their efforts in behalf of school libraries. They had visited the Brookline Public Library to learn of its system; they had made trips to the Dallin School and the Brackett School to see the type of rooms available for library use; they had collected figures and facts on the types of service now given to the schools; and had meetings with Mrs. Strong and Mr. Monahan to acquaint them with the requests and need for school libraries as well as with the material they had gathered. All the trustees agreed with Mr. Monahan that requests for books should come through Mr. Hall and hoped with him that some provision would be made in the school budget for such an item. Mr. Monahan also informed the committee that $2,000. from the building funds for new schools will be set aside for books. Who is to process and care for these is a matter for further consideration. The committee is to visit all the schools and present a complete picture to the school committee. The secretary is to write to Mr. Hall to inform him of the three requests for substantial book deposits from the library and to ask for his authorization to such requests, the authorization to be in writing.

During a recent freak storm, the corridors and the basement of the Dallin Branch were flooded. It was the test that proved that the grading of Paul Revere Road did not solve the problem of flooding at the branch

Dallin Retaining Wall

and that a retaining wall would be necessary. Mr. Mallon suggested that when Miss Stromdahl speaks to Mr. O'Hara about the wall that she mention that a lip be built continuing the wall over the top of the stair well to avoid flooding the basement.

Gov. Bonds - Coop. Shares

Mrs. Yood reported that the Cooperative shares had been bought with the $21,000. from the Government Bonds from the Blake, Thompson, Hodgden, and Art Funds, and that the interest would be deposited in the five-cent Savings Bank in the separate accounts,

Apropos of trust funds, Miss Stromdahl is to contact Mr. Foritano to further pursue the matter of setting up the Investment Trust Fund.

Coal Stoker

A pre-oil burner coal stoker in the basement can be sold for $20. The Auburn Berry Stoker Service can use the parts and is willing to purchase it. Miss Stromdahl was advised to sell it.

Shelving East Branch

Miss Stromdahl in looking for the shelving for the East Branch has received the best figures from a Mr. Schultz ($75). Remington and Rand and Gaylord were much higher. Miss Stromdahl was told to use Mr. Schultz and have him put in shelves that were badly needed up to the amount designated in the budget.

Book Fair

Plans for a Book Fair, preferably during Good Book Week in November, were discussed. It was hoped that the cooperation of the P.T.A.'s would be obtained to set up the mechanics of the Fair. Mrs. Spengler, Miss Stromdahl, and Mrs. Yood were to work on the details and to go ahead with the plans if it was at all feasible and to present their findings at the next meeting.

Mrs. Yood is to write a letter of regret on her leaving to Miss Melvin.

The next meeting will be at the East Branch on September 10.

The meeting adjourned at 9:40.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

September 10,1956

A meeting of the Board of Trustees was held at the East Branch on Monday, September 10, at 7:45. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Robert H. Marsh, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, and Miss Judith E. Stromdahl, Librarian.

Prior to the actual meeting the Trustees inspected the pipes in the basement that had been leaking at the elbows. It was suggested that proper steps be taken to correct this condition.

Mr. Marsh

Mr. Brosnan welcomed Mr. Marsh to the Board and expressed the hope that he would enjoy serving the Library as much as the other Trustees.

The minutes of the previous meeting were read and accepted.

Mrs. DiPesa - Leave

A letter from Mrs. DiPesa was read requesting a leave of absence for at least four months to be effective early in November. She is to have a baby in February. It was voted to have Mrs. Yood and Miss Stromdahl make the decisions in these personnel matters.

Repairs to Building

Mr. Mallon reported that the plans for the repairs to the main library had been left at Mr. Greim's office. He intended to go over the plans again with Mr. Greim and reported that the bids would probably go out next week. Since Miss Stromdahl was quite concerned about how the windows in the Reference room would open and since the Board felt that the repairs be done to every one's satisfaction, Miss Stromdahl was advised to attend the meeting with Mr. Greim and Mr. Mallon.

School Libraries

Mrs. Yood, Mrs. Spengler, and Miss Stromdahl in telling of their meeting with Mrs. Strong, Mr. Hall, and Mr. Roens, expressed the enthusiasm that the latter group had shown when the subject of school libraries was presented. Mr. Hall has long felt the need for school libraries and has appreciated all that the Robbins Library has done in past years. He also appreciated that Miss Phelan has done an extraordinary amount of work and that should more schools be taken over additional personnel would be needed. However, he felt that the libraries should be supervised and financed through the Robbins Library. Mrs. Strong agreed to put the subject on the Agenda for the next School Committee meeting and hoped that a meeting on September 25, between the two Boards, could be arranged for discussion of the problem. Inasmuch as school libraries will be a budget item, it was suggested that Mr. Monahan be invited to this meeting.

Book fair

Plans for the coming Book Fair were mentioned and were received with interest and encouragement. Mrs. Spengler and Mrs. Yood in reporting on the Book Fair reported that everyone who has been approached to help out has been most enthusiastic about the fair. Mr. Monahan had been most interested and cooperative. November 19, 20, and 21 are the dates set for the fair. All P.T.A. presidents, plus St. Agnes, St. James,

Book Fair

St. Anne's, and Junior High East had been contacted and are to be at a meeting at the Dallin Branch hall scheduled for September 11. The P.T.A.'s are to receive the profits from the sale of books. Mrs. Robert Donovan is to be general chairman of the Fair. Mr. Wood had expressed an interest in having the Advocate be the sole newspaper sponsor. It was agreed that inasmuch as Mr. Wood is a resident of Arlington and if he should be willing to print the programs for the Fair, it would be fitting that the Advocate be given sole sponsorship.

Book Fair

The programs for the Fair were then discussed. It was hoped that the three afternoons would be devoted to children's programs, and two evenings to adult programs, tickets to be issued for each event as the space in the hall is limited. Since it is hoped that only outstanding people will make up the program, funds will be needed and a request to use money from Trust Funds was made. Mr. Mallon made a motion that a sum of money, not to exceed $1,000. be taken from Trust Funds for the expenses of the Fair. It was unanimously passed.

Preliminary Study of 1957 Budget

A preliminary study of the 1957 budget was made. Painting in the entire main library is needed, new lighting is badly needed in the Dallin Branch, the Catalog Department, and the Music Room; the Junior Library does need new lighting, but that is not as urgent a need, as the Junior Library is closed evenings. The parking area in the rear has not withstood the storms and there are again ruts in the driveway. Miss Stromdahl feels that there would be a better check on supplies if doors were placed on the supply shelves. The Historical Room needs new shelving and complete renovation. Should school libraries become a reality, there should be additional funds for books and additional personnel. Six or seven additional desks are needed to give staff members proper working space. Several more typewriters are essential. Miss Stromdahl was asked to get figures to be presented in October for all the items needed so that a definite long range program for ~~supplies~~ building improvements over a period of years could be set up and necessary equipment and supplies purchased.

Record Player

Miss Stromdahl wondered if a new record player could be bought for the music room, the money to come from Trust Funds. One of the record players has been repaired so many times that it now seems inadvisable to repair it again. It was voted to take the money from Trust Funds.

A copy of the Library Trust Fund as set up by Mr. Foritano was passed around. This is to be tabled until next meeting.

Publicity

Mrs. Spengler asked for the opinion of the Board on the advisability of furnishing the newspaper with a report of the meetings. She feels that since it is taxpayers' money which is supporting the library, the public should know how it is being spent. All felt that it would be to the public's advantage to know how the library is managed but felt that Mrs. Spengler should clear this matter with the Town Manager before taking any action.

The Secretary was instructed to write a note of condolence to Miss Whiteman on the death of her father.

The meeting adjourned at 10:30 P.M.

Respectfully submitted, Molly F. Yood

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

October 8, 1956

A meeting of the Board of Trustees of the Robbins Library was held in the Conference Room on October 8, at 7:45. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Molly F. Yood, Margaret H. Spengler and Judith E. Stromdahl, Librarian.

The secretary's report was read and corrected to read "long range planning for reconstruction and repairs to building".

A letter from Mr. Monahan was read requesting that the Minutes of the September 10, be corrected. Apropos of this Mr. Brosnan and Mrs. Spengler told of their meeting with Mr. Monahan to settle the matter of the sponsorship of the News of the Book Fair. Mr. Brosnan told of his difficulty in finding Mr. Moynihan - he had been to Cambridge and Winchester, Mrs. Spengler told of the repeated calls she had made to the News Office with no success. After more than a week of futile calls and visits, Mr. Moynihan did call Mrs. Spengler and the matter of sponsorship was amicably settled. Mr. Moynihan agreed to pay up to $50. for the printing of programs and to give full coverage of the Fair in the News. The Trustees were most happy to welcome the News as sponsors. Mrs. Yood was instructed to write to Mr. Monahan to inform him of the amendment to the minutes of September 10, to include the News as sponsors.

Arl.News and Arl.Adv. as Sponsors for Book Fair

Two additional letters from Mr. Monahan were read. The first to Miss Stromdahl, requesting an account of the budget spent - stating the adequacy of the balance for the year. A request for additional funds should state need and usual financial data. The second asked that Boards give thought to long range planning in their departments and transmit findings to the Committee on Advance Programming and Budgeting. Mr. Maurice G. Wedge, Acting Chairman, will contact department heads for a meeting to discuss same.

Letters from Mr. Monahan re-Budget

Mr. Mallon on going over the specifications realized that Mr. Canzanelli had planned to tear out the copper flashing which was in excellent condition and replace it. He brought this to Mr. Canzanelli's attention. Both the Gainey's Construction Newsletter and the F.W.Dodge Bulletin were used for advertising for bids. The bids are to be open October 11.

Bids for Repair Work

Mrs. Spengler on reporting on the Book Fair told of the interest and enthusiasm of the two Committees working on the Fair. She also reviewed the programs. All classes in Schools through the High School will have a special program. There will be two evening programs on Monday and Tuesday, plus a Tea on Monday afternoon to introduce local authors to various interested groups in Town. All the speakers who have consented to come have been chosen through recommendations for their eloquence and reputation.

Book Fair

Mrs. Yood told of personnel problems. A Mrs. Carol Marburg has been approved by Mr. Monahan and hired as Senior Assistant to fill the vacancy made by Mrs. Davis's transfer to the Music Department. Her recommendations are excellent and the Trustees approved the choice. A Mrs. Margery Gray is to come in November 1, on a three month trial period, to take Mrs. DiPesa's place as Head of Circulation - this subject to the approval of the Town Manager. An experienced typist is needed in the Catalog Department to take care of the exacting and detailed typing done there. Miss June Souther who worked for only three months resigned.

Personnel

The bids for the Magazines were read. Goldberger - our present contractor - $1,099.95, net 60 days - Instructors Subscription Agency - $1,219. net; Delong's - $1,179. net; Tomlinson's Circulation Service - $1,185.89 net. It was voted to renew the contract with Goldberger.

Magazine Bids

The question of the plaque of Cyrus Dallin by Mr. Brodeur was brought up for discussion. As Mr. Brodeur could find no group in town to sponsor the plaque - many were willing to contribute toward it, but none to take on the responsibility of sponsorship - he wondered if the Library Trustees would consider sponsoring it. The Trustees repeated that they would be willing to accept the plaque, but felt it could do no more.

Plaque of Cyrus Dallin

The Board is to meet with School Committee on Tuesday, October 9, to discuss school libraries and the action to be taken. Mr. Monahan has been invited to the meeting.

Joint Meeting Sch.Com.

The budget was considered hastily and the Board is to take it home to study and to meet October 18, to make a complete analysis.

A letter was read from Mrs. Chandler thanking the Board for the new desk.

The meeting adjourned at 10:35.

Respectfully submitted,

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

(COPY)

October 17, 1956

Mr. Edward C. Monahan, Town Manager
Town of Arlington
Arlington, Massachusetts

Dear Mr. Monahan:

At the meeting on October 8, 1956, of the Board of Trustees, it was voted to amend the minutes of the September 10 meeting to read that the Trustees were happy to welcome the Arlington News as sponsor of the Fair in conjunction with the Arlington Advocate.

At a special meeting of the Board of Library Trustees on October 16, it was voted to have the Programs go out on bid.

Very truly yours,

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

JES/mb

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

November 13, 1956

A meeting of the Board of Trustees was held in the Conference Room of the Robbins Library at 7:30 P.M. Those present were Robert J. Brosnan, Robert H. Marsh, Mrs. Molly F. Yood and Miss Judith Stromdahl, Librarian.

The minutes of the previous meeting were accepted.

Trust Funds

A letter from Mr. Monahan concerning the administration of all Trust Funds was read. The Board of Commissioners "shall administer all trust funds of the Town except those under the administration of a Trustee or Trustees appointed pursuant to the terms of the Trust instrument or will or pursuant to the provisions of any special law or Town by-law and except the trust funds and the library trust funds". Mr. Monahan would like copies of the wills of all the trust funds presently administered by the Library so that the Commission can determine what shall continue to be administered by the Library. Miss Stromdahl was instructed to send copies of the wills to Mr. Monahan.

Personnel Board Re-Classifying

The Secretary read a letter from the Personnel Board confirming the appointment on November at 9 P.M. Mr. Brosnan and Miss Stromdahl are to attend to bring to the Personnel Board's attention the need for reclassifying four positions of the staff: - The Librarian, the Assistant Librarian, and the two Branch Librarians.

Repair Building

Miss Stromdahl reported that the Rosanno Construction Company has been retained to repair the building and that work has already started. Since money will be left, Miss Stromdahl is to talk to Mr. Foritano to make sure the remainder can be held over for further much needed repairs to be done at this time, such as window wells which need pointing up, new lighting in the workroom off the gallery, and the Janitor's steps which need repairing. Miss Stromdahl is to get figures for these items.

Book Fair

Miss Stromdahl and Mrs. Yood reported the progress of the Book Fair. Both Committees are working hard. Publicity is being given them through the schools as well as through the newspapers. Mr. Brosnan is to introduce the speakers on Monday night and Mr. Elie on Tuesday night. The request for tickets has not been too great, but unfortunately the newspapers have not publicized the tickets and it is hoped that this week's publicity will take care of the matter as well as giving complete coverage of the Fair.

Mrs. Babcock

Mrs. Yood reported that a Mrs. Babcock had been interviewed for the job of typist in the Catalogue Department. She has good references from M.I.T. where she worked for four years in the admission office. She is an Arlington resident and has been approved by the Town Manager. The Trustees voted to have her come to work in the Catalogue Department.

Mrs. O'Brien

Miss Stromdahl wondered if Mrs. O'Brien could be upgraded. She was hired as a typist but due to the shortage of Staff members, she has been working 38 hrs. a week and at the desk. She has been slow in learning the necessary routines, but her work has been consistently good and thorough. Moreover, once she learns a new procedure she knows it well. It was voted that, should Mr. Monahan approve, Mrs. O'Brien be put on the non-professional staff, in grade CG2, step 2.

Mounting Press

Miss Stromdahl displayed samples of prints that had been mounted with a seal dry-mounting press. The samples were smoothly and neatly mounted. In the past the Robbins Print Fund has paid $30. monthly to have prints mounted at the Fogg Museum. Miss Stromdahl thought it would be to the Fund's advantage to purchase the machine which costs $146.95, and in less than a year it would pay for itself. It is a machine that is easily operated. Mr. Marsh made a motion that the seal dry-mounting press be purchased from the Robbins Print Fund for the maintenance of the print collection. Mr. Brosnan is to check with Mr. Mallon to learn if the Art Committee has been functioning. If not a new committee will be appointed.

Cash Discount on Bills

Mr. Marsh also asked if the cash discount was taken on the bills, that is if the bills were paid promptly enough to take advantage of the cash discount. In the matter of books, up to 33 1/3 % is given by most companies. However, Miss Stromdahl is to check and determine if a greater discount can be obtained for cash.

The meeting adjourned at 9:25.

Respectfully submitted,

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

POSITIONS OPEN

APPOINTMENTS TO BE CONFIRMED BY BOARD OF TRUSTEES

1. HEAD OF CIRCULATION

Mrs. Marjorie Gray

Education - BA - 1948 - Bryn Mawr
MA - 1949 - University of California
BLS - 1950 - " " " (Library)

Experience - Assistant - Alameda County Library
Children's Librarian - Mt. Vernon Public Library, N. Y.
Cataloger - High School Library - Toronto - for Board of Education
Children's Librarian - Etobicoke, Ontario

Recommendations - Muriel Batchelder - Ass't Director, Mt. Vernon Public Library. "Have conferred with Anne Izard, Ass't Head of Children's Division, N.Y. Public, for whom Mrs. Gray worked. Agree with her estimate. Rate her capabilities, work attitudes and success with people very highly. Employment in Mt. Vernon quite satisfactory." (see attached envelope)

2. PROFESSIONAL LIBRARIAN - Circulation Department

Mrs. Carol Sue Marburg
21 Wendell Street, Cambridge

Education - BS in Education - City College, New York

Experience - Lord and Taylor - Sales Experience - Receptionist

AG 1 - Min - $3,110.

(See recommendations attached)

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

December 10, 1956

A meeting of the Board of Trustees of the Robbins Library was held on December 10, 1956, in the Conference Room at 7:45. Those present were: Robert J. Brosnan, Mrs. Margaret H. Spengler, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the November meeting were read and accepted.

Miss Stromdahl reported that cash discount was taken on all bills which allowed such discount.

Mrs. Spengler suggested that the Secretary's report as well as other reports be sent to absentee Trustees.

Mr. Brosnan has had no success in reaching the Art Committee. He felt it would be wise to make up a new committee consisting of Trustees and invite the experts in the field to attend the meetings when they are arranged, so that some action can be taken soon in regard to the Art Collection.

Art Comm.

The work on the building is progressing satisfactorily. The roof and windows have been repaired. The granite blocks have been taken up on the Junior Library stairs. The lights in the Reference Room are now in the process of being reconstructed. Mr. Foritano has said it will be all right to hold over money to make immediate and necessary repairs.

Building Repairs

A letter from Mr. Rich, Administrator of the Symmes Arlington Hospital was read in which he thanked Miss Stromdahl for the "wonderful services" of Mrs. Thurber in her distribution of books throughout the hospital.

Symmes Hospital

Mr. Daniel A. Rosanno of the Rosanno Construction Co., in a November 27 communication to the Town Manager, stated that the electrical sub-contractor has notified him that the electrical fixtures for the library work have left the Miller Factory at Utical, Ohio, and that they should arrive on December 5. They expect to complete the job in two to three weeks, but should there be a delay he is requesting an extension of time.

Elec. Fixtures

Mr. Brosnan, in reporting on his and Miss Stromdahl's meeting with the Personnel Board, said it seemed most receptive to the Library's requests for a change in the four positions. However, nothing more has been heard from the Personnel Board and he expected that he will be informed before January 1 of what action it is going to take.

Personnel Board

Mrs. Spengler, Miss Stromdahl, and Mrs. Yood gave a brief resumé of the Book Fair. (detailed reports on Book Fair attached) At the coffee hour, in asking for criticism, most of the people suggested those criticisms that the above realized, namely:- 1) more time for browsing 2) more publicity 3) perhaps no more than 100 books per table

Brief report Book Fair

4) someone on the committee be appointed to familiarize those manning the booths with ordering details and 5) a less arduous procedure in ordering books. All the Trustees are most appreciative of all the Town Manager did in smoothing the way for the Committee Members, they are especially appreciative of Mr. Canniff's services. At all time Mr. Canniff was cooperative, helpful, and conscientious. Mr. Brosnan expressed the personal gratitude of the three male Trustees to Mrs. Donovan and the Library Committees for the outstanding work done, and Miss Stromdahl stated that all on the Staff worked zealously, but Mrs. Bowser was to be especially commended for the great amount of work she did.

Book Fair

Approximately $1,067. was spent on the Fair. The Board feels that it was money well spent. Four schools have indicated that the money earned will be turned back to the schools for books for their libraries. More people have been made aware of the need and advantages of school libraries. However, far more people have to be reached. Several P.T.A. presidents have indicated a desire to visit the Brookline School Libraries. It was decided to invite all the P.T.A. presidents as well as the School Principals. It was also agreed that one of the Library Staff, preferably Miss Stromdahl, offer to talk at P.T.A. meetings and to show a film should one be available. It was hoped that when the sub-committee met that a definite plan for School Libraries be established.

School Libraries

In reviewing the budget, it was agreed that an additional Senior Assistant is very much needed to have the library function properly. Miss Stromdahl is to submit new evidence to the Trustees to clarify the desperate need for an additional staff member, which upon approval, will be forwarded to the Town Manager.

Additional Assistant

All were of the opinion that material should be prepared for the whole Finance Committee as well as the sub-committee to show the need for a School Librarian.

School Librarian

Inasmuch as Library employees work on Saturdays and evenings, Miss Stromdahl recommended that the Library be closed all day Monday preceding Christmas, this subject to the approval of the Town Manager. It was suggested that a skeleton force be on New Year's eve until 6:00 P.M.

Holiday Closing

Since the bills have to be signed before January 2, Miss Stromdahl is to notify the Trustees around December 31 so that they may come to the Library to sign them.

Bills

The next regular meeting will be January 7, 1957.

Miss Stromdahl brought to the attention of the Board that Mrs. Morash has had a serious operation and has been out sick for four weeks now. After 15 days she has been dropped from the payroll. Miss Stromdahl wondered if anything more could be done for her. Miss Stromdahl is to take the matter up with the Town Manager.

Mrs. Morash Ill

It has been rumored that the Personnel Board is to revise the vacation schedules for the whole Town. Miss Stromdahl pointed out that the Library had a verbal agreement with the Town Manager that professional staff members would not be on the town vacation schedule and thought that it should be brought to his attention again.

Vaca.
Revised
for
Town

The meeting adjourned at 10:00 P.M.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

January 12, 1957

A meeting of the Board of Trustees of the Robbins Library was held in the Conference Room at 3:00 P.M., Saturday afternoon January 12, 1957. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Robert H. Marsh, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

Letter
Mrs.
Chandler

A letter from Mrs. Muriel Chandler was read. She again requested a change in grade from CG 2 to CG 4. She had asked for a reclassification last year to Bookkeeper. At that time and now nothing could be done, because Mrs. Chandler's job does not meet the requirements set forth in CG4 Classification and Pay scale.

The Secretary was instructed to write a letter to Mrs. Chandler to that effect with a statement from Mr. Morris attached.

Library
Requests
Personnel
Board

Mr. Frank Nicksay, through a letter, informed the Trustees that the Selectmen will meet on January 21, 1957 to draw up the Town Warrant. Any articles to be inserted should be at Town Hall by that date. Miss Stromdahl is to contact Mr. Morris to ascertain the action of the Personnel Board on the Library requests. If the Personnel Board does not view its requests on personnel favorably, Miss Stromdahl is to have Mr. Purcell draw up the articles for the Town Warrant.

"Firsts"
in
Libraries

Mr. Wyllis E. Wright, editor of the American Library Annual, confirmed Miss Stromdahl's claim that for "firsts" in the libraries, the Robbins Library, founded in 1837 was the first tax supported Children's library. The earliest free Children's library was the Juvenile Society for its Acquisition of Knowledge at New Lebanon, N. H. in 1804. The Free Juvenile Public Library of Dublin, N. H. was founded in 1822; however, neither of these two were tax supported.

Mr.
Lewis
-
Construction on
Church
Property

Mr. Brosnan followed with three reports. The first concerned his and Miss Stromdahl's meeting with Mr. Monahan, Mr. Carney, the contractor, and Mr. Lewis of the Unitarian Church in regard to the construction being done at the church. Mr. Lewis and the contractor requested that the building crew be allowed access to the church grounds through the Library right of way, thereby blocking up the Library parking lot during the day. Permission was granted. Mr. Lewis pointed out that he had done some research on the church property and discovered that a 33' strip, 3' in width legally belongs to the church. A copy of this research is to be placed on file and a second copy will be sent to Mr. Monahan. The Town hasn't conceded as yet that he is totally right and the trustees feel sure that the Town Counsel will look into the matter.

The second meeting was with Miss Stromdahl and Mr. Monahan concerning vacations and holidays. Mr. Monahan gave assurance that the pro-

Town
Warrant
-
Vacations

fessional staff will continue its vacations on the same basis as heretofore. However, the trustees would like something in writing exempting the library professional staff. Miss Stromdahl is to ask Mr. Morris if there will be an article in the Town Warrant about vacations and illness for personnel. If there is and library professionals are not exempted, a substitute motion will be made from the floor to correct the situation. At this meeting Mr. Monahan set the schedule for the library for the holidays. It was decided to open a ½ day before Xmas and New Year's with a skeleton staff.

Meeting
with
Finance
Committee

Mr. Brosnan's third report dealt with his and Miss Stromdahl's meeting with Mr. Dunn and Mr. Keefe of the Finance sub-committee. The only item on the budget that the sub-committee questioned at this time was that on professional staff members. Mr. Brosnan and Miss Stromdahl were asked should they have to choose between a School Librarian and an additional staff member, what would be their preference. Both felt that under the circumstances the School Librarian was the more valuable to the library, if a choice had to be made. The committee members noted the new lighting and were pleased that the Board had a long term program for major repairs.

Yearly
Program
for
Maint.
-
Extend
Stack
Floor

Mr. Mallon suggested that once the building is in good usable condition that a yearly program for maintenance be devised. The other trustees were in complete agreement. It was also suggested that Miss Stromdahl ask Mr. Purcell if the $10,000 from the Nathan Pratt Fund can be used to extend the second stack floor to the Music Room so that there will be additional much needed shelving space. If this is possible, it would be wise to have the floor erected before the painting is done.

Staff
Vacancies

Mrs. Yood was concerned because there are three vacancies on the staff, 1 non-professional and two professional. Mrs. Dellicker left to have a baby and will not be able to return for several more months. Mrs. Marburg left to teach in New York at a much higher salary. Mrs. Gray is going to return to Canada because of a change in her husband's plans. So far only two people have been interviewed for the position of senior assistants; a Miss Allen who is presently working in Medford, and a Miss Needham who is employed at the Telephone Company. In spite of the fact that Miss Allen is employed in a library, she stated that her preference was for work in school libraries as her interest is in education. Miss Needham's recommendations were superior to Miss Allen's and her personal appeal was greater. Should the Town Manager approve, it was voted to offer the job to Miss Needham first. There have been no applicants for the non-professional job or for the Head of Circulation.

Statistical
facts

Miss Stromdahl gave a brief resumé of statistical facts. In 1956 the library circulated 370,674 items, 9,210 more than in 1955 and 2507 more albums than in 1955. Approximately 11,649 reference questions were answered. 14,558 overdue notices were sent out and $4,430.18 was collected in fines.

The next meeting will be February 18, 1957.

Art Fund Wills

Mr. Mallon stated that Mr. Francis Keefe had contacted him to tell him that he is still working on the court interpretation of the Art Fund wills. Mr. Brosnan suggested that Mr. Marsh and Mr. Mallon meet with him later in the month to formulate a plan of action for the Art Fund disbursements.

The First National Bank of Boston which is under an expansion program and would like to merge with the Quincy Granite Trust Company, sent the Board a notice to that effect with a proxy voting form. The trustees voted to pass the proxy vote.

Miss Stromdahl is to find out if the Trust bank books can be checked on February 18 - otherwise they will be done on January 21.

Report for Finance Comm. on Personnel

Mrs. Spengler brought to the Board's attention the report Miss Stromdahl had prepared for the Finance Committee on Personnel. All felt that it was an excellent report, an accurate and complete picture of the personnel qualifications, hours expended, work required. However, the Board felt that Miss Stromdahl should add conclusions which would point out that the library is presently under staffed, even when a complete staff is present. The staff is working under emergency conditions, and when absences due to illness or for any other reason occur, it cannot do a complete and adequate job; there definitely is a need for two more professional people, as well as three non-professionals.

Mrs. Spengler is to inform the Board when another trip to Brookline School Libraries is to take place.

The meeting adjourned at 5:00 P.M.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

February 21, 1957

A meeting of the Board of Trustees of the Robbins Library was held in the Conference Room at 8:15 on February 21, 1957. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Mrs. Molly F. Yood, Mrs. Margaret H. Spengler and Miss Judith E. Stromdahl, Librarian.

Rosanno Const. Co. & Mr. Canzanelli

Mr. Mallon reported that he and Mr. Greim had checked on the work done by the Rossano Construction Company and had found that the job was not completed, and in several instances where it had considered a job complete, it was not satisfactory. Mr. Mallon wrote a letter to Mr. Monahan to that effect, advising Mr. Monahan that payment was being held up to the Rosanno Construction Company and to Mr. Canzanelli until work had been completed to the library's satisfaction.

Windows in Ref.Rm.

Mr. Mallon further reported that nothing has been done to the windows in the Reference Room. Since Mr. Canzanelli has left to teach at Wentworth, Mr. Mallon is going to contact Mr. Greim to see if he can write up the specifications for the windows. If Mr. Greim cannot do it, he will contact an architect.

The secretary's report was read and accepted.

Elbridge Farmer Fund - Trust Invest. Fund

A letter from Mr. Edward Clark was read stating that $1650. from the Elbridge Farmer Fund for the benefit of the Robbins Library was being turned over to the Town Treasurer. It was voted to have the money deposited in the North Avenue Savings Bank to be included in the Trust Investment Fund. Miss Stromdahl is to check with the Town Treasurer to learn the amount in that account.

School Libraries

Mrs. Spengler reported the two meetings that she and Miss Stromdahl had with members of the School Committee to formulate a plan for developing school libraries - a plan which will have to be approved by the school and finance committees. At the first, on February 11 - Mrs. Strong and Mrs. Porteus were present. It was then decided that the Dallin, the Thompson and the Hardy Schools would be selected to have the school libraries, the Dallin and the Thompson to receive $1,000. each of the $5,000. and the Hardy $3,000. - the Dallin and the Thompson schools are to receive $2,000. from the Building Fund. Each therefore would have $4,000. for a basic collection.

School Library Plan

On February 13, the above mentioned people plus Mr. Ashton met again to organize a plan of work for all school libraries. Mr. Ashton then wrote up a long range plan, (copy attached) to be submitted to both the school and finance committees. Basically the plan is good but all felt that another meeting would be necessary to make adjustments to it.

Mrs. Spengler said she would arrange a meeting of P.T.A. presidents, School Committee members and interested people, at the Brookline School libraries on March 5 or 6.

February 21, 1957

Mrs. Spengler represented the Trustees at the meeting on February 8, of the 150th Anniversary Celebration. She reported that a documentary film costing approximately $7500.00 was suggested, that possibly the New England A.A.U. Track and Field Championship could be held in Arlington, that a parade with floats was being planned, that there may be fire works and a square dance, and that the Friends of the Drama, the Philharmonic Society and Mary Corbett Burns School may take part in an evening of fine arts at Town Hall. She wondered if the Trustees would be willing to have a float as the library's share in the festivities - a float depicting Arlington as having the first public Children's Library in the United States. All agreed that such a float would be most appropriate.

150th
Anniv.
Celebra.

Miss Stromdahl has contacted Mr. Purcell to look up three or four wills, copies of which are not in the library. She has also asked for an interpretation of the Nathan Pratt will to ascertain whether the $10,000. can be used to increase the floor space between the second stack and the Music Room.

Copies
of
Wills

Miss Stromdahl further reported that a man from the Westinghouse Company has come down to look over the area where an elevator may be installed and he will soon give us an estimate of the cost. With an elevator, the third floor could be used.

Elevator

Mrs. Yood and Miss Stromdahl have been busy interviewing people to replace Mrs. Gray as Head of Circulation. Two librarians with excellent qualifications and presently employed came for an interview at Mrs. Yood's and Miss Stromdahl's request. However, both refused because the first was making $500. more than the trustees could offer and the second did not wish to work evenings or week-ends. Miss Perks, of the staff, who applied for the position, was interviewed. Because she was capable and efficient, she had been considered previously, but as she seemed a bit immature, was not considered until this time. In the interview, the work she was expected to do was carefully outlined plus her status with other staff members. With the consent of the Board, it was agreed to appoint her as of March 1, on a three (3) months trial basis at her present salary, subject to the approval of Mr. Monahan. Should she prove satisfactory, at the end of three (3) months, she will be placed in Ag 4, step 1, $3746.00.

Head of
Circ.
-
Miss
Perks

A Mrs. Lillian M. Ciamaga who has just moved to Boston from Canada, was interviewed for the position as Senior Assistant to replace Miss Perks. She is a graduate of the Library School of the University of Toronto and has worked for two years in the Hamilton Public Library. She has excellent references and would be available immediately. The lowest salary she would consider was $3500. that is AG 1 Step 3. It was voted to offer her the position if the Town Manager approves.

Senior
Assist.
to
repl.
Miss
Perks

Miss Stromdahl is to ask Mr. Purcell to draw up an amendment to the article on vacations to be presented at Town Meeting.

The next meeting will be held March 11, 1957.

The meeting adjourned at 10:40.

Respectfully submitted,

Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

March 11, 1957

A meeting of the Board of Trustees of the Robbins Library was held on Monday, March 11, 1957 at 7:30 P.M. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Molly F. Yood, Margaret H. Spengler, Judith E. Stromdahl, Librarian; all but Mr. Marsh, who was ill.

The Secretary's report was read and accepted.

Electric Elevator

The Westinghouse Electric Company, in a letter, submitted an estimated figure of $14,000. for an elevator with a capacity of 1200 lbs. at a speed of 100 FPM, traveling from the basement floor to the third floor, four stops and four openings and having push button control.

Thank you letter from Mr.Ashton

A letter from Mr. David Ashton of the Florence Avenue Building Committee was fead thanking Miss Stromdahl and the Staff for books and materials on display and the attractive arrangements in the school library at the Open House. He stated that there were many favorable comments on the library installation.

Guarantee for work done on building?

Mr. Mallon reported that as yet the Rosanno Construction Company and Mr. Canzanelli had not been paid. The floor in the gallery had been sanded, but not satisfactorily and will have to be redone. A bricklayer had been sent out and had pointed up only 30 ft. of the building and had not completed the job. As yet the Rosanno Construction Company had not sent in a 15 year guarantee on the roof and a one year guarantee on the work.

Lighting outside Junior Library Hall - Other Lighting?

It was reported that Representative Gott has suggested that the outside of the Junior Library hall be better lighted and that an electric sign in front of the building indicating the Junior Library hall be installed so that speakers and non-residents will have less difficulty in finding the Hall. Miss Stromdahl is to bring this to Mr. Reed's attention along with the following items that had been neglected due to Mr. Reese's death. As yet the parking area in the rear has not been lighted. Also the main switch is in poor condition and should be replaced.

Personnel Problems

Mrs. Yood stated that Personnel problems were still existent. Mrs. Ciamaga, who had been contacted for the job of Senior Assistant, is moving to Waltham and feels that commuting facilities will be too difficult. Miss Perks has started as Head of Circulation and up to date is working out satisfactorily.

Radiators

Miss Stromdahl reported that the radiators in the kitchen and the staff washroom had been re-hung by Camille LeBlanc and the valves fixed. There is a leak in the boiler which will have to be repaired.

The clock in the thermostat broke down. Since that type clock is not being made by Minneapolis Hunnewell now, Miss Stromdahl was referred to the Boston Clock Service Company on Bromfield Street in Boston. Mr. Kaatz then offered to fix the clock for nothing because the library was a non-profit making concern and because he was a resident of Arlington and appreciated and enjoyed the facilities of the library.

Clock in Thermostat

It was reported that the Staff has sent a gift of $25.00 to the Heart Fund in memory of Mrs. Monahan.

Gift Heart Fund

As yet Mr. Purcell has not drawn up a substitute motion on the vacations for the Town Meeting. Mr. Monahan, when contacted in regard to vacation periods, felt that it was his job to present the substitute motion. Miss Stromdahl is to talk to Mr. Purcell to have him include in the motion 4 weeks for the professional staff, 3 weeks for the non-professional, and 2 weeks for the clerical.

Vacations

Mrs. Spengler told of the trip that the P.T.A. Presidents made to the Brookline School Libraries, where they saw a 6th grade class and a first grade class in session. All were very favorably impressed and enthusiastic about the school library program. To witness the children especially the first graders choosing books to read and to realize that their familiarity with good books was due to the school library program, made the people in attendance realize that Arlington had much to gain by such a program.

School Libraries

In order to reach all the P.T.A. groups, it was voted to have a meeting in the library hall on April 25 to which all the present presidents plus the presidents-elect would be invited. The members of the School Committee plus the Chairman of the Finance Committee would be included in the invited guests. A film on school libraries will be shown and it is hoped that Miss Butcher and Miss Wetherell of the Brookline Libraries will be available to talk.

Meeting - School Libraries

Mrs. Spengler further reported that she had spoken to Mr. Homer, feature writer of the Boston Herald, asking him to do an article on the Robbins Library for a Sunday edition.

A general discussion followed on the need for more space in the library and how the gallery could be used as a music and art room leaving the present music room free for other purposes. Miss Stromdahl is to ask Mr. Purcell again about the wills and to find out how much money has accrued at the North Avenue Savings Bank - as yet no statement has been received from the bank. Mr. Applegate was mentioned as a possible consultant.

Consult Mr. Purcell on Wills.

The meeting adjourned at 9:30.

Respectfully submitted,

Molly F. Yood

Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

April 11, 1957

A meeting of the Board of Trustees of the Robbins Library was held in the Conference Room at 7:30 P.M. on Thursday April 11, 1957. Those present were:Molly F. Yood, Margaret H. Spengler, Robert J. Brosnan, Hugh A. Mallon, Jr., Robert H. Marsh and Judith E. Stromdahl, Librarian.

The minutes of the previous meeting were read and accepted.

Mrs. Hunter
Resignation

A letter from Mrs. Hunter was read tendering her resignation as of the middle of July. She is expecting a baby early in the Fall. Since Miss Tilton has been doing an excellent job as Assistant Cataloguer and since she has completed the required courses in cataloguing and is nearing completion of her courses for her Masters Degree in Library Science at Simmons, it was voted to offer her the position and look for an Assistant Cataloguer, subject to the approval of the Town Manager.

Mr. Nicksay's letter, inviting the Board to participate in the Patriots' day observances at the Town Hall on April 20, 1957 at 11:00 A.M. was read.

Meeting
on
School
Libraries

Mrs. Yood reported that 26 have already accepted the invitations to the meeting on April 24 on School libraries. Miss Wetherell, Supervisor for School libraries in Brookline will be the speaker and a film will be shown. Mr. Brosnan will act as Chairman and turn the meeting over to Mrs. Spengler.

Sub-
Comm. on
Sch.Lib.

Mrs. Spengler is quite disturbed because nothing further has been done by the sub-committee on school libraries. Mr. Ashton is satisfied with the long range plan he has drawn up and seems unwilling to discuss it further. Mrs. Spengler is to approach Mrs. Porteus again and suggest another meeting.

Payment
Rosanno
Const.Co.

Mr. Mallon stated that the second payment has been made to the Rosanno Construction Company. Fifteen percent, that is $1,706.25 has been withheld, for the roof still leaks. Mr. Mallon has notified the Company and has given it ten days to make necessary repairs and then a new roofer will be sought. Mr. Canzanelli has submitted a final bill, but this will not be paid until the roofing is completed. The pointing up and cleaning will be done soon. Schwamb in South Boston has been suggested for this work. Mr. Mallon will contact Mr. Monahan for his approval.

Robbins
Print
Coll.
Funds

Mr. Brosnan and Mr. Marsh will meet with Mr. Francis Keefe as a sub-committee to study the Robbins Print Collection Funds. Mr. Coughlin has kindly compiled the current figures on the various investments of the library trust funds. It is hoped that a quarterly, or at least a semi-annual statement will be received so that the Board will know how the trust funds stand and how much there is in free cash.

Mrs. Fitzgerald

Mrs. Yood has interviewed with Miss Stromdahl a Mrs. Fitzgerald of 29 Locke Street, for the position of senior assistant. She is a graduate of the business school at Boston University and is working for her Masters Degree. Her references have been checked and they are excellent. She has a great deal of poise, a charming personality, and according to her references is most capable. It was voted to offer her the position in AG 1 Step 3 - $3500. plus the 4% increase - subject to the Town Manager's approval. She is presently earning over $3900.

The Library will be closed all day on the 19th, but it was decided to keep it open on the 20th.

Flag Pole

Miss Stromdahl reported that the holes holding the flag poles need repairing. All agreed that the present flags in their present position are not beautiful. Miss Stromdahl wondered if a new flag pole could be purchased and placed in the lawn. She is to inquire of Mrs. Buzzell who had purchased the pole for the Dallin School as to the cost. She is also to ascertain whether the flag would have to be flown on holidays, thus involving overtime on the part of a custodian.

Driveway
Parking
Area

Mr. O'Hara has estimated that the driveway and parking area in the rear will cost $1200. There is only $900. in the budget for this item. Miss Stromdahl is to call Mr. O'Hara again to get a figure in writing for the next meeting. She is to ask for the type of road bed that he plans to install, when he can do the work, and the estimated life of the road, once installed.

Library
Development
Committee

Miss Stromdahl stated that a state library development committee has been formed to study the needs of all libraries of the Commonwealth as presented in House Report #2763. This report suggests that the state be divided into four regions, the large libraries to act as centers, and further, that direct grants-in-aid be given to libraries meeting minimum standards. This type of Regional service does not seem to fill the need of the Metropolitan Boston area because of the concentration of fairly strong libraries in this district. A meeting of librarians was held in the Junior Library Hall early in the month to discuss areas of cooperation, which was attended by librarians of sixteen surrounding communities. Through Miss Stromdahl, the Library Division Committee wondered if a meeting of Trustees could be called soon to sound them out on this matter, Mr. McNiff of the Harvard Libraries to act as Chairman. It was decided to have a meeting on May 2 and to invite the trustees of nearby Towns.

The janitor needs a 10 ft. ladder. It was voted to have this purchased.

Miss Stromdahl pointed out that 4,178 more books were circulated in March than in the corresponding month of 1956.

The next meeting will be May 6.

The meeting adjourned at 10:40.

Respectfully submitted,

Molly F. Yood

(Mrs.) Molly F. Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

May 6, 1957

A meeting of the Board of Trustees of the Robbins Library was held in the Conference Room on May 6, 1957 at 7:45 P.M. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Mr. Robert H. Marsh, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

Lights in Parking Area

Mr. William F. Fitzmaurice, electrical contractor, who was contacted upon recommendation of Mr. Reid, Town Electrician, in a letter, stated that it would cost $195. to light up the parking area in the rear with two three light clusters consisting of three 150 watt floodlights in each cluster - these to be mounted high up on the endwall facing the parking area. The lights to be controlled by a time clock that will be located either in the boiler room or the lower Junior Library. It was voted to let Mr. Fitzmaurice go ahead with the work and to place the time clock in the boiler room.

Resignation Mrs. Hux

A letter from Mrs. Angela Hux was read in which she tendered her resignation as of June 29. Her husband has been transferred to Rhode Island and it is necessary for her to move. It was voted to accept her resignation with regret.

Construction work completed

Mr. Mallon reported that the Rosanno Construction Company has completed its work and that both the Company and Mr. Canzanelli can now be paid. Work not in the contract, that is repointing on the building and replacing the windows in the Reference Room still has to be done. Miss Stromdahl mentioned that the plastic weather stripping on the windows in the Music Room has come loose. She is to bring it to Mr. Johnson's attention.

School Libraries Meeting

Mrs. Yood stated that the meeting with the P.T.A.'s principals and School Libraries was most successful. Miss Wetherell was a stimulating speaker, and the movie on School Libraries was received well. There were about 50 people in attendance.

Meeting with Trustees

At the meeting on May 2, with trustees from neighboring towns, the attendance, however, was poor. Only 14 showed up. In spite of the poor showing, Mr. Brosnan felt that the meeting was worthwhile. Mr. McNiff of the Harvard Library clarified for all the meaning of regional libraries, the necessity of bringing libraries up to at least minimum standards, so that aid may be received from the State should a bill be passed. The hearing for the bill will probably come up in 1958. All felt that more communities in the metropolitan area should be reached so that there will be more than adequate support of the bill when it does come up. Miss Stromdahl is to speak with the members of the Massachusetts Library Development Committee and to come up with a plan which might serve to arouse greater interest in the other communities and which will result in an early fall meeting.

Student Gov. Day

On May 8, Miss Stromdahl went to Town Hall to meet with the five students who were chosen to serve as Library Trustees for Student Government Day. With Miss Stromdahl they toured the library and discussed the duties of the trustees. An agenda had been prepared for a board meeting and the students spent the time discussing the problems of the libraries. One of them, on her own, brought up the matter of the parking area and that was discussed at some length. All said that they had learned a great deal through this activity.

Accident at East Branch

Miss Stromdahl reported that on March 28, 1957, a Mrs. Marguerite Harrison of 62 Magnolia Street, with a child in her arms, fell on the floor just inside the door of the East Branch. She was helped to a chair by Miss Marilyn Kenney, the assistant in charge and by a Mrs. Albert Murphy of 82 Herbert Road. After resting for a few minutes, she assured Miss Kenney that she was all right, refused assistance of any kind, and after registering for a new card left the library.

Accident at East

The accident was reported to Mrs. Colcord the following day - Thursday was her day off - Mrs. Colcord felt that the accident had most likely occurred because of the slippery floor. Mrs. Colcord, in turn, reported the accident to Miss Stromdahl who repeatedly tried to reach Mrs. Harrison by telephone but was unsuccessful. Mr. Purcell has now received a letter from Mrs. Harrison's lawyer bringing suit against the town.

Wax

Since September 1954 when the Purchasing Department had changed the type of wax used to a cheaper grade, Miss Stromdahl has complained of the slippery floors to the department. She has recommended the use of a non-skid wax because she felt that the wax used was not only hazardous but more expensive because so much more had to be used. Immediately after the accident, Miss Stromdahl reported what had transpired to Mr. O'Leary of the Purchasing Department and permission to use a non-skid wax in the East Branch only was granted and the order of April 3 approved. The Trustees were in agreement that a non-skid wax should be used in all the libraries and that hazards created by any other kind of wax were not in the best interests of those using the library. It was voted to write to Mr. Monahan acquainting him with the recommendation.

150th Anniv. Celebration

Nothing further has been heard from the Parade Committee for the 150th anniversary celebration. No one knows if floats are to be used or if it is to be a military parade. Miss Stromdahl is to question Miss Richmond to know if there are students available to work on and be in a float and to ask Mr. Frost if one of his trucks could be used. Mr. Brosnan is to be in charge should there be a float.

Trust Funds

Mr. Brosnan brought to everyone's attention that the amount in Trust Funds was $535. free cash on the books in the Town Accountant's office and $267.90 in interest has been added to the books in the Treasurer's office.

Miss Stromdahl learned that the flag pole at the Dallin School came to just under $400.

School Libraries

Mrs. Spengler followed with her report of the meeting with the sub-committee on School Libraries. The schools selected for school libraries were the Dallin, the Thompson, and the Hardy schools. She reported that Mr. Hall would like the librarians at the Dallin and East Branches to service the Locke and Crosby schools, if this were possible. However, since the branches are open only a limited number of hours and since they are understaffed, it is possible to render only a minimum service to those schools and probably only in the 4th, 5th, and 6th grades. A plan will be worked out that will offer some services to the pupils without overtaxing the librarians. Mrs. Spengler further stated that it was voted to place Mr. Ashton's report on file and to draw up a new one spelling out in detail the commitments of the School Committee and the Library Board. She submitted one (copy attached) and asked for recommendations. The trustees suggested that in item 1, it should read that schools shall provide quarters, equipment, funds for books for libraries in schools. Item 7 should be rephrased to read - School Committee and Board of Library Trustees should continue a sub-committee on school libraries to review proposed procedures, to make recommendations on all matters pertaining to school library program. There shall be equal representation from both departments on said sub-committee - that is two members from each department and head librarian and Superintendent of schools. The School Librarian will be responsible to the head librarian and to the supervisor of children's library services.

The next meeting will be June 3, 1957.

The meeting adjourned at 10:45.

Respectfully submitted,

Mrs. Molly F. Yood
Secretary

SCHOOL LIBRARIES

Hours daily 8 A.M. to 4 P.M. except for the hours the School Librarian will be attending Book Selection Meetings.

1. Schools shall provide quarters and equipment and funds for books for libraries in each school. School Libraries will not be used as classrooms.
2. Library will make all book selections and prepare order requisitions to be placed by School Department. Books will be processed by Public Library, but will be the property of School Department.
3. Library shall appoint personnel and administer services.
4. School Librarians shall be members of Public Library staff; shall have faculty status to the extent of attending faculty meetings concerning academic program and school functions in order to conform to school administration policy; shall attend Library Staff meetings and shall be allowed time for Library Conventions.
5. School Librarians to give efficient service must not be tied down to school chores, such as lunch hour supervision, study halls, or playground supervision or substitute teaching.
6. School Librarians should in all decisions consider needs of teachers and children in relation to school administration policy.
7. School Committee and Board of Library Trustees should continue as a sub-committee on School Libraries to review the proposed procedure.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

May 27, 1957

A meeting of the Board of Trustees of the Robbins Library was held May 27, 1957 at 8:00 P.M. in the Conference Room. Those present were: Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, Miss Judith E. Stromdahl, Librarian, Mr. Robert J. Brosnan, and Mr. Robert H. Marsh.

The minutes of the April meeting were read and accepted.

FLoor Wax

Mr. Brosnan read two letters, one from Mr. Monahan withdrawing permission to use non-skid wax on the floors in the library, the second, an enclosure to Mr. Monahan from Mr. O'Leary, stating that after a conference with Messrs. Greim and Reddon and a visit to the East Branch to inspect the floor, the consensus of opinion was that the Jones wax used in all the public buildings was an excellent wax, but improperly used in the library. The electric polisher should not be used and the wax should be mixed with water. It was agreed to do nothing further on the matter of the wax and go along with Mr. O'Leary's recommendations.

Film

Mrs. Earl E. Bolton, in a letter, requested that the Library purchase "Assignment Children", a UNICEF picture, depicting UNICEF's fight against disease in children and starring Danny Kaye. This film could be used in the schools and by organizations and groups using the library. It costs $75.00 and runs for about 15 minutes. It was voted to buy the film from trust funds, but since the money allocated for film purchases for 1957 has already been spent, apply the amount to the 1958 allotment and after the film has been used to good advantage in Arlington turn it over to the film pool as part of our 1958 contribution. The Secretary was requested to write a letter to Mrs. Bolton to that effect.

Personnel

Mrs. Angwin

Mrs. Yood reported that the Personnel problem was still acute. There were many answers to the ads run in the Sunday Herald and Globe, but very few applicants were qualified. Of the qualified people who applied none would accept because of the salary or the location and the one interested applicant received such a poor reference that she could not be hired. One other person was considered, on the non-professional level, to replace Mrs. Delliker. She is Mrs. Anna M. Angwin. It was voted to hire her at CG 2, Step 2, $3,046.00, if the Town Manager approves. It was also voted to hire a Miss Carol Keefe, a college student, as a summer assistant, with the approval of the Town Manager.

School Librarian

It is of grave concern that as yet no good school librarian can be found. It is the opinion of all the trustees that the first school librarian should have superior training and abilities to launch the school library program successfully. The trustees also agreed that Miss Phelan should be made aware of the fact that once the program has been started - that she would be supervisor of all children's activities and that the Board would try to have her title changed. Miss Phelan is to be invited to the next Board meeting to acquaint her with the Board's plans.

Miss Tilton

Since Miss Tilton will not complete her library course until a year from June 1957, she suggested that another person be sought to fill Mrs. Hunter's position until she receives her degree - the Board had assumed that she was to receive her library degree this June.

Mrs. DePew

Miss Stromdahl is to ask Mrs. DePew to consider the job of Acting Head Cataloger until Miss Tilton is ready. Mrs. DePew is a trained librarian with an excellent background; heretofore she has been hesitant about accepting a full time position because her husband's position necessitates periodic changes of location. However, it appears that he will be here for at least 9 months more. The above, of course, will be asked only with the approval of Mr. Monahan.

Joan Perks

Miss Perks has already completed her three month probationary period and her work has been satisfactory. It was voted to change her grade as of June 1. The Town Manager has already approved the arrangements made.

Sch lib

Mrs. Spengler gave a detailed account of the meeting she and Miss Stromdahl had with a complete school library sub committee. The overall picture plus many details were discussed. A report including the obligations of both departments was drawn up and submitted to the Board for further recommendations. (copy attached) The Board commended Mrs. Spengler and Miss Stromdahl for the thorough picture it had drawn so far and had no further suggestions to offer.

The lights in the parking area have been installed by Mr. Fitzmaurice.

Driveway at Dallin

Miss Stromdahl reported that she has tried to reach Mr. O'Hara repeatedly by telephone and by letter so that the work on the driveway and at the Dallin Branch could be done. To date Mr. O'Hara has not contacted the library.

Shelving in Historical Room

Miss Stromdahl has also contacted Mr. Greim about the much needed shelving in the historical room. Mr. Greim informed her that he has much work to do at the schools and not enough men to do work elsewhere and suggested that she get someone outside the town department to do the work. However, there is not enough money in the budget to allow the work to be done outside. Mr. Greim has, however, agreed to repair a window in the third floor stack that was badly damaged, as this was an emergency. Miss Stromdahl is to ask Mr. Monahan what to do about the driveway and the shelving.

Because of the late hour the decisions on the flag pole and the celebration for National Library Week were deferred to the next meeting

May 31 June 1

The Town Manager's Office notified Miss Stromdahl that Town Departments were to be operated on a skeleton force May 31. The Board felt that the library should be open with a full staff on both the 31st and June 1, but to continue good staff relations agreed that compensatory time should be given for the 31st.

Summer Closing

Following the customary procedure, beginning June 15 the library will be closed Saturdays until the Saturday after Labor Day. The winter schedule will start September 7.

150th Anniversary

Because of the limited amount of time and the very few people who can work on a float for the 150th Anniversary, it was decided to give up the idea of a float completely but to have some display on the library lawn depicting the first Children's Library and a present day library scene. It is hoped that Miss Dodworth will be able to help in the creation of the scene.

Woman's Club Lecture Series

The Woman's Club wishes to have a series of "morning diversions" in the Junior Library Hall and charge admission to cover the cost of the series - this is not to be a money making project. The Trustees felt that since it has been the policy of the Library to have "no admission charge" to any event in the library, it was agreed that no exception could be made. The Library would be open to criticism from those who have requested such permission in the past and would probably be inundated by organizations in the future which would like to make a profit. The secretary was instructed to write to Mrs. Rae, the president, expressing the Board's decision.

The next meeting will be June 17.

The meeting adjourned at 11:00 P.M.

Respectfully submitted,

Molly F. Yood

Mrs. Alfred Yood
Secretary

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

June 17, 1957

A meeting of the Board of Trustees was held at 7:45 P.M. in the Conference Room of the Robbins Library on June 17, 1957. Those present were: Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, Miss Judith E. Stromdahl, Librarian, Mr. Robert J. Brosnan, and Mr. Robert H. Marsh.

The minutes of the preceding meeting were read and accepted.

Home Study Course

A letter from the A.L.A. describing a Home-study course -"How to Be a Good Library Board Member" was read. The tuition after June 30 will be $27.50, before that date it will be $20. The syllabus for the course can be purchased for "2.00. Inquiries and enrollments may be sent to the University of Chicago, Home Study Department, 1375 E 60th Street, Chicago 37.

The Red Cross in a note thanked the library for its cooperation during the year.

School Libraries

The film on school libraries was viewed and declared excellent. It was voted to purchase the film, cost $130, and use the money in the Children's Book Fund. The P.T.A.'s will be notified of the purchase and asked to reserve dates for the coming year. It was also suggested that Mr. Hall be contacted so that the film may be shown to the school principals as well as at the School Committee Meeting, if time permits at their meetings.

Holiday Closing

The library will be open July 5. The calendar for 1958 was checked for holidays and it was noted that all holidays for that year other than Christmas and New Year's fall on either a Saturday or a Monday so that there will be no question of extra days off for long week-ends.

150th Anniv. Display

Mrs. Spengler reported that the cooperation she and Miss Stromdahl got from many members of the Staff for the 150th display was commendable. There were many favorable comments on the display. The Secretary was instructed to write thank you notes to Miss Dodworth for painting the excellent back drops, to the custodians, giving special mention to Mr. Normand Paradis, for building the staging, to the Friends of the Drama for loaning the costumes, to Grannon's for letting the "grass" be used, to Mr. Cameron for putting up the spot-light.

Pictures

The Advocate had taken many pictures of the celebration. It will sell the pictures at $1.50 apiece or $1.00 apiece if more than 10 are purchased. It was voted to purchase some to be put on file for future reference.

The film requested by Mrs. Bolton has already been ordered and a request has been made for it.

Mrs. Angwin

Mrs. Yood reported that Mrs. Angwin has already started to work. A resume' of Mr. Peter Weil's qualifications and background was given. He is to be Acting Head of Cataloguing, AG 4 Minimum $3770. The Board as well as Mr. Monahan has approved his appointment. Mr. Weil began his duties June 17. He is to step down if Miss Tilton will accept the position when she has received her degree.

Mrs. Madeline Woodbury

A Mrs. Madeline Woodbury was interviewed as a replacement for Mrs. Hux, on the non-professional staff. Mrs. Woodbury has had 15 years of library experience, but no library degree, she was 12 years in the Hopedale Library and 3 years in the Somerville Library. She will start on September 3, at CG 2, Step 2, $3046., if the Town Manager approves.

School Librarian

As yet a School Librarian has not been found. Mrs. Colcord is the only person on the Staff who has the necessary qualifications and personality to fill such a position. However, she is doing such an excellent job at the East Branch that the Trustees are hesitant about asking her if she would change even temporarily until a suitable librarian is found. Miss Stromdahl is to make inquiries at the A.L.A. convention in Kansas City and if this proves a barren field, Mrs. Colcord will be asked to help us over this emergency period.

School Libraries

The final report of the joint subcommittee on the development of elementary school libraries was presented by Mrs. Spengler. This report is to be given to the School Committee on Tuesday. The Board expressed its approval of the report.

Driveway

Mr. O'Hara has already started to work on the driveway. He thinks the work can be done for $900. He also stated that he will do the work at the Dallin Branch shortly.

Work to be done on Main Library

Concern was expressed about the final work to be done on the Main Library. Miss Stromdahl is to ask Mr. Monahan who is to draw up the specifications now that Mr. Canzanelli has left. The areaways are in very bad condition, the windows in the Reference Room need to be fixed and the building waterproofed. This is work that should be done in the warm weather. Furthermore the interior painting can't be done until the building is waterproofed.

Lights

Miss Stromdahl is to contact Mr. Reed for specifications for the lights in the Catalog Room and the Dallin Branch. As soon as these are received the work will go out on bid.

Nothing further has been heard from the Unitarian Church about the Library Parking Area. Miss Stromdahl is to ask Mr. Monahan if an investigation has been made of the problem.

The next meeting will be on August/2, 1957.

The meeting adjourned at 10:35.

Respectfully submitted,

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

August 12, 1957

A meeting of the Board of Trustees of the Robbins Library was held at 7:45 p.m. in the Conference Room on August 12, 1957. Those present were: Robert J. Brosnan, Hugh A. Mallon, Jr., Robert H. Marsh, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, and Miss Judith E. Stromdahl.

The minutes of the preceding meeting were read and accepted.

A letter from Mrs. Bolton was read thanking the Trustees for the purchase of "Assignment Children", stating that the School Committee has agreed to allow collections for UNICEF during U. N. Week, and wondering when the film would be available for showings.

UNICEF

A communication from Mr. Monahan stated that his appointment of Mrs. Molly F. Yood was approved, by the Board of Selectmen.

Appt.of
Mrs. Yood

A copy of a letter to Mr. Morton Bradley from Mrs. Lavin was read suggesting that a new curator be procured for the print collection so that work could progress and so that prints could be made available to the public. All agreed that something definite should be done. Since the committee formerly established by Mr. Mallon had been too busy to meet, it was voted to discharge the committee and form a new one. A new subcommittee consisting of Mr. Brosnan, Mr. Marsh, Miss Stromdahl, Mr. Arthur Herrick, and Mr. William B. Ernst, Jr., of the Lamont Library. It was hoped that the new committee would meet within the next 60 days and that a preliminary report would be ready in October. In the meantime Miss Stromdahl was to inquire of Dr. Rosenberg at Fogg about the possibility of hiring a graduate student who could work approximately 14 hours a week until a survey could be made on the Art Collection - the money to come from trust funds.

ART
CURATOR

Mrs. Spengler asked that a letter be written to Mr. Wm. F. Homer,Jr. for the excellent publicity he gave the library in the Sunday Herald of June 30, 1957.

Mr. Mallon reported that nothing has been done about the building because both he and Mr. Monahan were on vacation. However, previous to the vacation period, when he had spoken to Mr. Monahan, Mr. Monahan stated definitely that Mr. Greim was to write the specifications. A suggestion was made that a firm dealing only with windows may be able to deal with the difficult situation in the Reference Room. Mr. Mallon also added that when the pointing was being done, it would be necessary to have someone inspect the work, for casual viewing did not enable anyone to learn if the work had been done satisfactorily.

WORK ON
BUILDING

Miss Stromdahl stated that at Mr. Reid's suggestion she had contacted Mr. O'Leary about the specifications for lighting. Mr. O'Leary was advised by Mr. Monahan to have Mr. Greim write them up and now according to Mr. Greim he and Mr. Reid are working on the specifications for all the lighting needed in the library system and the work to go out on bid next week. However, only that part for which there is money available, will be done this year.

LIGHTING

Miss Stromdahl further reported that the retaining wall had been erected at the Dallin Branch and that even loam had been put in.

PERSONNEL
-
School Librarian

Mrs. Yood stated that she and Miss Stromdahl have been busy with the ever present personnel problem. Mr. Weil, in the trial period, it was found, was not a cataloguer. However, he will be used in the circulation department to replace Miss Needham, who is leaving on September 1 to get her M.E. at Harvard, at a salary of $3580. A school Librarian has not been found. Mrs. Colcord has agreed to take over temporarily. However, she would still like to continue in charge of the branch and do the purchasing and attend the meetings. Mrs. Yood and Miss Stromdahl are to consider the staff to find a person to replace Mrs. Colcord until she resumes her position fully. A Mrs.   was interviewed by Miss Stromdahl but not Mrs. Yood. She has had little library experience but has worked as a substitute teaching in Arlington. Should her references prove satisfactory, and after an interview with Mrs. Yood and with the approval of the Town Manager, it was voted to hire her.

The Board voted to send a note of thanks and gratitude to Mrs. Hunter for the excellent work she has done in the catalogue department in the past three years.

PARKING
LOT
CHURCH

Mr. Lewis of the Unitarian Church has asked Miss Stromdahl if the Trustees would agree to squaring off the parking lot. The matter was referred to the Town Manager. However, it was decided that a meeting with Mr. Lewis, Mr. Monahan, Mr. Purcell plus Mr. Brosnan and Mr. Marsh from the Board would clarify all aspects of the situation. Mr. Brosnan is to request such a meeting.

Library
Time -
for
Courses
in
Library
Science

Miss Stromdahl pointed out that many girls in the past have been taking library science courses on their own time. It is the policy of many libraries in adjacent towns to allow some library time. Miss Stromdahl thought that 2 hours per week per individual - that is leaving at 5 p.m. instead of 6 p.m. if it were an evening course - or returning to work at 2 p.m. instead of 1 p.m. if it were a morning course - would help the ambitious person considerably. Through these courses the girls definitely become more valuable staff members and this training should be encouraged. It was felt that a policy could not be established because there may at some time be so many taking courses that the library schedules would be adversely affected. It was therefore suggested that the matter be left to the discretion of Miss Stromdahl.

National
Library
Week

National Library Week comes on March 16-22, 1958. Miss Stromdahl said that Library Week was stressed at the A.L.A. Convention and that nationally all libraries are to have some recognition of it. This week conflicts with Town Meeting time. An open house on Sunday was suggested. A subcommittee of Mr. Marsh, Mrs. Spengler, Miss Stromdahl and Mrs. Yood was appointed to consider in what form the event should be recognized in Arlington.

Miss Stromdahl was commended on the excellence of her report to the A.L.A. Convention. All felt that it would be in the interest of the library if an additional person could be sent so that a more complete coverage of events could be realized. It was agreed that if the distance

weren't too great, perhaps Miss Sampson could go along - the money for transportation to come from Trust Funds.

An election of officers followed. All agreed with Mrs. Spengler that one year was not long enough for a chairman to serve, for it takes some time to learn the intricacies of the office. Mr. Brosnan was re-elected as Chairman and Mrs. Yood as Secretary.

The next meeting will be held on September 9. At this time there will be preliminary review of the budget for 1958.

The meeting adjourned at 9:55 p.m.

Respectfully submitted,

(Mrs.) Molly F. Yood, Secretary

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 16, 1957

A meeting of the Board of Trustees of the Robbins Library was held on September 16, 1957 at 7:45 P.M. in the Conference Room. Those present were: Messrs. Robert J. Brosnan, Hugh A. Mallon, Jr., Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, and Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and accepted.

Title Parking Area

A copy of the letter sent by Mr. Monahan to Mr. Purcell, asking if any progress had been made in the matter of the title search of the parking area in front of the library, was read.

Junk

In another letter to all department heads, Mr. Monahan requested that careful procedures be followed in the disposal of junk, 1. ascertain if some other department can use it, 2. if junk has an estimated value of $50. or more, a warrant article shall be prepared for a regular or special Town Meeting, 3. in cooperation with Town Purchasing Agent invitations be forwarded to three junk dealers for sealed bids.

School Librarian

Mrs. Yood reported that Mrs. Colcord on careful consideration decided that she should not assume the position of School Librarian even on a temporary basis. A Mrs. Anderson, a library trained librarian, was engaged with the approval of the Town Manager. After two weeks preparation under the supervision of Miss Stromdahl, has taken on the Dallin and Thompson libraries. She is to spend two days at the Dallin and two days at the Thompson, Wednesdays to be spent at alternate schools.

School Libraries

Shelving

A discussion on the school libraries followed. Miss Stromdahl stated that the first three grades at the Thompson School had attended the library for short sessions that very day and that grades four to six would be introduced to the library the following day. She also stated that the Dallin program would start on Thursday. The teachers are interested and enthusiastic. The Thompson school with the assistance of Mr. Stratten has installed additional shelving, moved heavy display case to make more room, has purchased a book truck and catalogue cases. However, at the Dallin, the shelf space is so limited that all the books purchased cannot be shelved. A display shelf in the front of the room cannot be moved and peg boards in wall cannot be removed to make more room for shelving until the building committee discharges the architect. The limited book space is curtailing the program. Miss Stromdahl is to contact Mrs. Buzzell to tell her that the trustees are thinking of bringing the matter to the attention of the building committee so that it may take action to make more space available, as was requested in a report submitted last spring.

Mr. Mallon has been busy with the reconstruction and repair problems. The bids on the lighting will go out this week, that is at

Lighting

the Dallin, the Music room, the Catalogue room and Order Department. He estimated that the cost will be about $4,000. $3,800. is available for the lighting in the budget. Should it be necessary, it was voted to take the additional amount out of funds.

Exterior Building

Mr. Mallon conferred with Mr. Greim on the exterior of the building. Both agreed that the building should be steam cleaned before the pointing up is done. At Mr. Mallon's suggestion it was agreed that it would be wise to hire a Mason to be on hand to inspect the pointing up as the work progresses.

Windows

The windows are to be considered a separate contract. Mr. Greim is to look for a window Company that can do the work.

Water-proofing

The question of waterproofing the building came up. It was agreed to wait until the pointing up was completed to see if that will take care of the present leakage.

Inspection of roof & gutters

It was voted to ask the Kennefick Bros. for an estimate on cleaning and checking the gutters, checking the roof for loss of slate, and inspection of the roofs for leaks on all the buildings.

Draperies Junior Lib. Hall

The Garden Club has asked permission to put up draperies in the Junior Library Hall. The Trustees are grateful and delighted to have them do so.

In preparation for the budget meetings many items were considered: personnel, lighting, building and grounds maintenance, and a building expansion program.

Magazine Service

The Library has been dissatisfied with the magazine service that Goldberger has been giving in the past year. Magazines do not arrive; letters have to be written repeatedly to receive the magazines and then they are months late. She wondered if magazines had to go out on bid. Faxon Company is a bit higher but gives excellent service. It was suggested that the magazines go out on bid again, that Miss Stromdahl not use Goldberger, and that comparison of prices be made with the other concerns and Faxon. If Faxon's prices are not too much higher, Faxon should be used.

The next meetings will be Tuesday, October 15 and 22.

The meeting adjourned at 10:40.

Respectfully submitted,

Molly F. Yood

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 15, 1957
October 28, 1957

A meeting of the Board of Trustees was held Tuesday, October 15, 1957 at 7:45 P.M. in the Conference Room. Those present were: Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, Robert J. Brosnan, Hugh A. Mallon, Jr. and Miss Judith E. Stromdahl, Librarian.

The minutes of the September meeting were read and accepted.

MLTA

A notice of a Massachusetts Library Trustees meeting was read. This is to be held at the New Ocean House in Swampscott on Saturday, October 19, 1957. Mrs. Spengler is to attend. She was congratulated by all for her appointment to the executive board of the Massachusetts Library Trustees Association.

Periodicals

Miss Stromdahl is to pursue further the matter of the periodicals. She is to ask Faxon Company for a letter stipulating exactly of what its services consist, and what savings can be made by taking advantage of their renewal plan.

Lighting Contract Awarded

Mr. Mallon reported that the lighting contract had been awarded to Sword Electric Company of Lexington. Its bid for the Main Library (the Music Room, the Catalogue Department, the Order Department and the lower hallway) was $1,575; for the Dallin Branch it was $2,375. The deadline for the completion of the work is November 8, 1957.

Repairs to Exterior

Mr. Mallon again contacted Mr. Greim on the exterior of the building. Mr. Grein would like a general contractor. Both Mr. Mallon and Mr. Greim are to meet with Mr. Monahan on Friday to reach an agreement on how the situation is to be handled. Mr. Mallon feels that the work will be started soon.

Mr. Purcell

Mr. Brosnan saw Mr. Purcell about the many library problems that had been sent him for consideration. Mr. Purcell explained that he has been extremely busy with the policemen and firemen's court case and as soon as he is able, he will look up the library affairs.

Book Week

Book week is the third week in November. Mrs. Spengler wondered if a program could be arranged - to stimulate further the interest of children in reading. A committee consisting of Mrs. Spengler, Mrs. Yood, and Miss Stromdahl was appointed to arrange a suitable program for the various groups.

School Libraries

Miss Stromdahl reported that the school libraries are functioning well. Mrs. Coffin at the Hardy, and Mrs. Anderson is at the two new schools. Miss Phelan is setting up the library at the Bishop which is to be manned by library aides; 6th grade pupils.

The budget for 1958 was then considered.

The Board met again on Monday afternoon, October 28, 1957 at 3:30 P.M. Mr. Brosnan, Mrs. Spengler, Mrs. Yood, Mr. Mallon and Miss Stromdahl were present.

Resignation Mr.Marsh

A letter from the Town Manager's office appraised the members of the resignation of Mr. Robert Marsh from the Board of Library Trustees. It was voted to send Mr. Marsh a letter of regret.

School Lib.Report

A letter from Mr. Hall advised the Trustees that the report of the sub-committee on School Libraries had been approved by the School Committee at its October 15 meeting.

Periodicals

It was voted to give the periodical bid to the Faxon Agency.

Book Week

It was suggested that plans for Book Week should include one or two story hours with a professional story teller - these story hours to be held at the Dallin School and Junior High East if possible.

Work was then resumed on the budget.

The next meeting was set for Tuesday evening, November 26, at 7:30 P.M.

The meeting adjourned at 5:30.

Respectfully submitted,

Molly F. Yood

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

December 3, 1957

A meeting of the Board of Trustees was held in the Junior Library on December 3, 1957 at 7:45. Those present were: Mr. Robert J. Brosnan, Mr. J. Milton Washburn, Mrs. Molly F. Yood, Mrs. Margaret H. Spengler and Miss Judith E. Stromdahl.

Mr. Brosnan welcomed Mr. Washburn to the Board.

The minutes of the preceding meeting were read and accepted.

A letter to Mr. Brosnan from Mr. Monahan was read stating that Mr. Washburn was appointed to the Board, his term to expire July 6, 1959.

In the absence of Mr. Mallon, Miss Stromdahl reported that the Sword Electric Company has started the electrical work; the music and Catalog Rooms are completed and well lighted.

Pointing Up

Because of the cold weather the pointing up is to be done in the Spring. The light wells are to be taken care of by Mr. O'Hara as soon as possible, the painting is to go out on bid soon, Mrs. Spengler, Miss Stromdahl and Mrs. Yood are to pick out the colors.

School Lib.

Mrs. Spengler reported that $5,000. for school library books had been allocated in the school department budget. There has been no meeting of the subcommittee, but Mrs. Spengler has contacted Mr. Ashton who will arrange for a meeting to make plans for next year.

Curator for Print Room

A Miss Nancy Houghton has been recommended by Dr. Jakob Rosenberg for the position of part-time Curator of the Print Collection. She has an A.B. from Bryn Mawr, studied in Florence for a year and is working for her PhD at Radcliffe. It was voted to hire Miss Houghton to work 10 hours a week at a salary of $2.50 per hour.

Mr. Brosnan is trying to arrange a meeting of the subcommittee on December 16 or December 17. Mr. Washburn will replace Mr. Marsh on the Committee.

Mrs.Coffin Leave

Mrs. Coffin has asked for a leave of absence effective the latter part of January so that she may work for her Master's degree in Library Science. She will, however, continue her work in the library at the Hardy School two mornings a week. All agreed that it would be to the library's advantage to encourage Mrs. Coffin in her pursuit for more advanced training, if a proper substitute can be found.

It was voted to purchase the plaque of Cyrus Dallin from Dr. Brodeur for $250., the money to come from funds.

Mr. Monahan has stated that the library may be closed at noon the day before Christmas and the day before New Year's.

The next meeting will be held on Tuesday, January 14; the Trustees, however, are to sign the December bills at their convenience.

The meeting adjourned at 9 P.M.

Respectfully submitted,

Molly F. Yood

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 21, 1958

A meeting of the Board of Trustees was held in the order room at the Robbins Library on January 21, 1958 at 7:30 p.m. Those present were: Mrs. Molly F. Yood, Mrs. Margaret H. Spengler, Mr. Robert J. Brosnan, Mr. Hugh A. Mallon, Jr., and Miss Judith E. Stromdahl, Librarian.

Mr. Coughlin, the Town Treasurer, was present and before the meeting he checked the trust funds with the Board.

The Secretary's report was read and accepted.

Asst. Lib.

Four letters were read: The first from the Personnel Board informed Miss Stromdahl and the Trustees that it voted to recommend to the Town Meeting that the Assistant Librarian be reallocated from Grade AG 6 to AG 7, effective April 1, 1958.

Garden Club

The second from Mrs. Loud, President of the Garden Club expressed the appreciation of the club for the many services offered to it by the library and presenting to the library, draperies for the auditorium. The Secretary was instructed to write a note of thanks to the Garden Club.

New Year's closing

The third from Mr. Monahan suggested that, in view of the fact that a complaint had been made to him from a resident that the library was closed the day before New Year's, the library remain open in the future on that date.

The fourth from the Board of Selectmen informed the Trustees that January 27, 1958 was the closing date for inserting an article in the town warrant.

Oil Burner Leak

Miss Stromdahl reported that there has been a leak in the oil burner at the Dallin Branch. Repeated calls to the Glendale Oil Company to repair the burner has borne no results. Miss Stromdahl is to inform the Town Manager of the lack of service, for such a leak creates a fire hazard.

Art Curator

Miss Stromdahl also reported that Nancy Houghton has begun her work as Curator of the Robbins Print Collection. She seems to be bright and alert and will work ten hours a week.

Termites

Mr. Capes has noticed that a section of a baseboard in the basement was crumbling. The Waltham Chemical Company was contacted and its agent thought that it may have been done by termites previously, but was not sure, and that a study of the problem would determine whether termites were present now, the study may be done now or in the spring. It was voted to have it done now.

Miss Stromdahl reviewed with the entire Board the suggestions made by the sub-committee for National Library Week. Mr. Erwin Canham is in charge of the program for the State. The aid of citizens has

National Library Week

been enlisted to promote the recognition of the Week. It was decided that in Arlington there would be an open house for the public on March 16, that many smaller groups would be invited to tour the library during the week: - namely the teachers, the Clergy, the League of Women Voters, the Kiwanis and the Rotary. It was also recommended that a brochure be prepared and printed informing the public of the many services the library has to offer. Miss Stromdahl is to look into the cost of such a brochure.

Painting of Rotunda

The painting of the Main Building is proceeding satisfactorily. All were in agreement that the rotunda should be painted - the rotunda will cost approximately $1200. and was not included in the bid. $2500. was in the budget for painting, the bid was $3290. Mr. Mallon made a motion that $2000. be taken from Capital Outlay, held over from 1956 to finish the painting and the rest be taken from funds. The vote carried.

Snow Removal

During the last snow storm, the Library way and parking area were cleared late in the day. There were many complaints from people using the area, there was one accident, which necessitated calling for the police, and the removal of the snow was more difficult because it had been allowed to stand. Mrs. Yood was asked to write a letter to Mr. Monahan asking if it is possible to have the snow removed at an early hour in the future.

Budget

At the request of the Finance Sub-Committee the budget was reviewed again. Each item was carefully considered and with the exception of a few items in Capital Outlay the Board could not see its way clear to cut anything. It was the opinion of all that Mr. Monahan be acquainted with the situation and Miss Stromdahl was to arrange a meeting. It was also decided that Mr. Saul be informed.

The next meeting will be either February 10 or February 11,1958.

The meeting adjourned at 11:00 p.m.

Respectfully submitted,

Molly F. Yood

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES

February 10, 1958

A meeting of the Board of Trustees of the Robbins Library was held in the order room at 7:45 on Monday February 10, 1958. Those present were: Mr. Robert J. Brosnan, Mr. J. Milton Washburn, Jr., Mrs. Margaret H. Spengler, Mrs. Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceding meeting were read and accepted.

The Secretary read a letter from Mr. Monahan regretting the incident of the last snow storm and advising the Board that in the future a small bulldozer would be used early to take care of all narrow areas in the town.

Snow Clearing

Mrs. Yood reported that there is now a vacancy in the staff. Mrs. Angwin, a non-professional, has left to return to school. Mrs. Webb, a temporary member of the staff is being considered should she be willing to work full time.

Staff Vacancy

The painting, with the exception of the rotunda, is practically completed. Mr. Monahan has suggested that Mr. Greim's men may paint the rotunda, but since the town staging does not reach the Gallery Area, it was agreed to wait and have that painting go out on bid. Mrs. Yood was instructed to write to Mr. Monahan and ask him if the bids can go out soon, the work to start as soon after March 24 as possible. The backs of the magazine stacks and a panel near the catalogues should be painted - these sections were not included in the bid and will cost $280. It was voted to paint these areas.

Painting

The sub-committee on school libraries met on Thursday, February 5, 1958. Mrs. Porteus, Mr. Stratton, Mr. Hall plus Mrs. Spengler and Miss Stromdahl were present. The Finance Committee is disturbed by the school libraries. The School Committee included in its budget, without the knowledge of the library trustees, the cost of setting up several libraries. The Finance Committee were surprised, for in last year's report drawn up by Mr. Ashton such items were to be added at a much slower rate. At Mr. Saul's request arrangements were made to have the film on School Libraries shown to members of the Finance Committee, to acquaint them with the value of the library program in schools.

School Libraries

A Mr. Ralph Seabury of the Glendale Oil Company has inspected the oil burner at the Dallin Branch. The old valve may be repaired at a cost of $50 - $60 - that type is not being manufactured now. A new fire box may be needed - cost $82.50. Mr. Seabury suggested that the Board consider purchasing a new burner which may be had for $399. In his opinion the present burner which is approximately twenty years old will continue to cause trouble and be a fire hazard and a

Oil Burner at Dallin

new burner will save up to 20% on the fuel bill. Mr. Greim agrees that a new burner should be installed. It was voted to buy the new burner with Mr. Monahan's approval.

Nation Library Week

Plans for National Library Week were discussed. It was decided to have the film on School Libraries shown in the Junior Library Hall and if possible a speaker for the open house on Sunday. As an outgrowth of National Library Week, it was thought that it would be well to have a speakers bureau established so that organizations in town may find speakers who can talk on anything pertaining to library matters, the sub-committee on the forthcoming observance to take care of the matter.

The Junior Library, the Music Room and the stack area need to be curtained. Miss Stromdahl is to get figures for the next meeting.

School Libraries

Mrs. Spengler made a motion that the sub-committee on school libraries should be requested to present a report on the future development of school libraries to the trustees by September 1, so that a study could be made before budget planning. It was seconded and carried. A letter to the Chairman of the School Committee is to be sent to acquaint him with the vote.

The meeting adjourned at 9:45 P.M.

Respectfully submitted,

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

March 4, 1958

A meeting of the Board of Trustees of the Robbins Library was held in the order room at 7:45 p.m. on Monday March 4, 1958. Those present were: Mr. Robert J. Brosnan, Mr. J. Milton Washburn, Jr., Mrs. Margaret H. Spengler, Mr. Hugh A. Mallon, Jr., and Miss Judith E. Stromdahl, Librarian.

Minutes of the preceding meeting were read and accepted.

In the absence of Mrs. Molly Yood, Mr. Hugh Mallon was appointed to serve as Secretary pro tem.

A letter from Leo Litwin accepting the Board's invitation to participate in our Open House on Sunday afternoon, March 16th was read. Another letter was received from the Kensington Park Study Club thanking the Staff for their excellent cooperation and assistance to the Club in their programs.

Letters received

Mr. Mallon reported that the painting, with the exception of the rotunda, is completed. The specifications for painting the Rotunda have been completed, bids to be opened March 12th at 10 o'clock.

Painting

Mrs. Spengler reported on the complications that have arisen due to the School Committee's acceleration of the School Library Program. The School Committee included in its budget, without the knowledge of the Library Trustees, the cost of furnishing several additional libraries. The Finance Committee has resisted by taking out the Library Board's request for a School Librarian under Library Budget according to reports heard by various members of the Board of Trustees. The Board plans to contact the Chairman of the School Committee to ascertain its action at the Town Meeting, from this, the Board will decide their action to be taken at the Town Meeting.

School Library Program

Miss Stromdahl reported on plans for Library Week. In addition to the Open House planned for Sunday, March 16, a number of other Open Houses have been arranged for such groups as the Clergy on Tuesday morning, the Rotarians at noon on Wednesday, the teachers on Wednesday afternoon and the League of Women Voters on Friday morning. Exhibits of books, prints, and paintings have been planned for the gallery and corridor and special materials of interest for the historical room.

National Library Week

The Board voted to install plugs in the Music Room and the office and a flood light in the vestibule. Appropriation to come from Capital Outlay (lighting).

Lighting

The Board voted to hire Mrs. Adelaide Bennett, 205 Washington Street, Arlington, as a replacement for Mrs. Angwin who resigned January 31, subject to the approval of the Town Manager.

Mrs. Bennett

The meeting was adjourned at 10:30 p.m. The Date of the mext meeting was set for April 8, 1958.

Respectfully submitted,

Hugh A. Mallon, Jr.,
Acting Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 8, 1958

A meeting of the Board of Trustees was held in the order room on Tuesday, April 8, 1958 at 7:30 p.m. Those present were: Messrs. Robert J. Brosnan, Hugh A. Mallon, Jr., and J. Milton Washburn, Jr., Mesdames Molly F. Yood and Margaret H. Spengler and Miss Judith E. Stromdahl, Librarian.

Four letters were read. The first from Miss Ruth Sampson, told of her decision to retire at 65 and of her love for her work. Since she is already 65, she would like her retirement to become effective September 1, 1958. All the Trustees regret deeply her decision and Mrs. Spengler and Mrs. Yood along with Miss Stromdahl were asked to talk to her to try to persuade her to stay on at least another year. The Board appreciates all she has done; her knowledge of Arlington's past has been invaluable.

Miss Sampson

The second letter from Mr. Nicksay extended an invitation to the Board to join the Town officials at Town Hall on April 19 at 11:00 a.m. to participate in the Patriot's Day celebration.

The third from Mr. Foritano asked for the cooperation of the Board in presenting bills weekly to his office, rather than monthly. Since the Board examines the bills only once a month and would not be able to check those that had been sent to Mr. Foritano's office, it wondered about the legality of signing for bills already paid even though these are itemized in a monthly statement, Mr. Washburn is to check with Mr. Foritano.

Bills Weekly

A copy of a letter sent to Mr. Hall from Mr. Monahan stated that Mr. Monahan would be pleased to be at the April 15 meeting with the ~~Library Trustees~~ School Committee to discuss the development of the school library program.

School Libraries

Mrs. Spengler, Miss Phelan, and Miss Stromdahl visited the Thompson and the Hardy schools to evaluate the school library program. All felt that the teachers and pupils have derived many benefits from the program but that some of the teachers still did not realize the extent to which the libraries could be used to enrich the curriculum.

School Libraries

Mrs. Spengler then went into detail on the ten year plan developed by the subcommittee (copy attached) (Mr. Forest has replaced Mr. Ashton on this committee) At the end of ten years at the present scale of pay and prices, the school libraries would cost $22,780 yearly. The plan includes two additional librarians every year until five librarians are hired, Bishop and Hardy to be the first schools to be taken care of, followed by Crosby and Cutter, Peirce and Locke, Brackett and Parmenter, in that order.

Request for School Lib.

It was agreed that should there be a special town meeting this year, an article be inserted in the warrant requesting a school librarian. It was also agreed that the Finance Committee be informed of the specific duties of the school librarian plus the value of the program to the children and teachers.

Jun. High

The question arose whether the Junior High Schools should be included. It was the opinion of all that nothing should be done until a clear cut request to that effect came in from the schools.

Painting and Work on Roof

Mr. Mallon reported that the painting of the rotunda was completed. The bid was $1,120. Work is now being done on the roof. Leaks are being checked, the copper capping and parapet wall is being repaired, the chimney is being repointed, the flashing is being taken care of, etc. Kennefick Bros., are doing the work. Mr. Mallon and Mr. Greim are of the opinion that the roof should be checked twice yearly.

Termites

It was reported that termites have been found in the supply room. Miss Stromdahl has asked the Waltham Chemical Company to come in. It will give a figure for the work and proceed as soon as possible.

Miss Stromdahl is to call Mr. O'Hara again about the dry wells.

Draperies and Shades

Mrs. Yood stated that interior decorators from Jordan Marsh Company and John H. Pray & Sons have come out to examine the Junior Library and stack area for draperies and shades. The prices of both are about the same. The decorator from John H. Pray presented not only a better selection of materials, but had ideas that were far more suitable. The approximate cost of the work, plus installation would be $2,150. Mrs. Yood and Miss Stromdahl are to check further with both companies and to contact Paine's for a bid. Miss Stromdahl is also to ascertain the amount in Funds to see if the money is available.

The Board will meet with the School Committee on April 15, 1958 at 8 p.m. and with Mr. Humphry and Mr. McNiff on April 26 at 10 a.m.

The next regular meeting will be on May 13.

The meeting adjourned at 10 p.m.

Respectfully submitted,

Molly F. Yood

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

SPECIAL MEETING
BOARD OF LIBRARY TRUSTEES

April 15, 1958

The Board of Trustees of the Robbins Library met with the School Committee and Mr. Monahan on Tuesday April 15 at 8:00 p.m. at 23 Maple Street to discuss the ten year schedule for the school libraries. Already two schools, the Dallin and Thompson, are equipped and staffed - a third, the Hardy, is equipped but is staffed only six hours weekly. It was agreed that in 1959 the Library would ask for two librarians to staff four more schools - the Bishop and Hardy, the Crosby and Cutter. The School Department would furnish the books and equipment. Each succeeding year two additional schools would be staffed and equipped until all the elementary schools are taken care of.

It was also decided that the Finance Committee should be made aware of the need for the libraries plus the progressive plan of operation.

The Board of Trustees retired from the general meeting at 9:00 p.m.

Prior to a general meeting with the School Committee, it was voted to use trust funds to purchase draperies for the Junior Library and stack area.

Respectfully yours,

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

SPECIAL MEETING
BOARD OF LIBRARY TRUSTEES

April 26, 1958

On April 26 the Board of Trustees met with Mr. John Humphry and Mr. Philip McNiff at 10:00 a.m. to discuss with them the needs and problems of the Robbins Library so that a survey can be made to improve existing conditions. A careful tour of the library was made. Mr. Humphry and Mr. McNiff asked many questions - the area of the library, number of staff, existing facilities, number of people served, etc. They were informed of the repair work that has been done and what more is to be done. They hope to have a preliminary report ready by September 1, so that some of the items suggested may be included in the budget.

The problem of double hung windows vs casement windows came up. It was agreed to ask a local architect his opinion before proceeding with the work. Should an architect favor double hung windows, Mrs.Yood is to write a letter to Mr. Greim asking him to proceed with the work.

The meeting adjourned at noon.

Respectfully submitted,

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 14, 1958

Prior to the Board meeting on May 14, 1958 at 7:45 all the trustees viewed the samples of drapery material that had been left by Mrs. Reingold. A selection was made and Mrs. Yood and Miss Stromdahl were instructed to ask Mrs. Reingold to proceed with the work.

The meeting then adjourned to the Order Room. There was a full attendance.

The Secretary's report was read and accepted.

Mrs. Thurber Resignation

Mrs. Thurber, in a letter to Mr. Brosnan, tendered her resignation to be effective as of June 16. Mrs. Thurber is moving to Westford and will not be able to continue her work. It was voted to accept her resignation with regret.

A copy of a letter sent to Mr. Foritano from Mr. Golden was read stating that the obligation of the Stadium Painting Company to the Sherwin-Williams Company has been discharged.

Mr. Brosnan reported he had received a letter from Mrs. John Kossak of the Education Committee of the League of Women Voters congratulating the Trustees on the school library program that has now got under way. Mrs. Yood was asked to write a note thanking the League for its support of the program.

Paying of Bills Weekly

Mr. Washburn reported that he had met with Mr. Foritano to discuss the paying of bills weekly. Both agreed that it was impractical for the trustees to sign the bills weekly and useless to sign the statements monthly after they had been paid. Mr. Foritano suggested that the Library follow the same procedure as the school committee, i.e. that Miss Stromdahl sign the bills each week. However, Mr. Foritano will check with the Town Counsel to establish the legality of such a procedure. Mr. Washburn will again speak to Mr. Foritano.

Miss Sampson Retirement

Mrs. Yood stated that personnel problems have become involved. Mrs. Woo has agreed to stay on as cataloguer. Miss Sampson, however, feels that she cannot remain any longer than October 1. The Trustees felt that in view of the fact that Miss Sampson has been such a devoted and conscientious member of the staff, some recognition of her retirement be made by the Board. Mrs. Spengler, Mrs. Yood and Miss Stromdahl are to meet to discuss the matter. Miss Stromdahl is to post a notice on the bulletin board under the Trustees signature to notify the staff of the retirement. The question came up of a staff member replacing Miss Sampson. At present there is no one on the staff with a library science degree plus the necessary years of experience.

Mrs. Phalen

Subject to the approval of the Town Manager, Mrs. Heather Phalen, whose recommendations are excellent, is to start work July 1. She is to replace Mrs. Rothenberg. Mrs. Rothenberg is willing to stay on a part time basis, to fill in for Mrs. Brask who has been out ill for the past four months.

Mrs.
Leonard

A Mrs. Leonard, a non-professional, has been working in the children's room filling in for Mrs. Coffin. She was trained in Somerville and Miss Phelan reports that her work has been excellent. It was decided that she be asked to replace Mrs. Thurber.

Mr. Weil

Mrs. Yood further stated that Mr. Peter Weil has worked for the Library a year. He had expected to leave at the end of that period to continue his studies at Harvard, when he was first hired. He is careless of his appearance and has been asked to be neat. His work, however, has improved during the year and he has gained in experience. The decision to let the matter rest was made.

Fence
at
Dallin

Miss Stromdahl reported that during the winter storms the snow plow had damaged the chain link fence at the Dallin Branch. It was brought to Mr. O'Hara's attention and it was repaired. It was voted that a note of thanks be sent to Mr. O'Hara.

Windows
in
Ref.
Room

Miss Stromdahl further reported that she had contacted two architects about the windows in the Reference Room - Mr. Bertram Washburn and Mr. Harold Knight. Both had stated that architecturally the casement windows should not be replaced by double hung windows. Both also felt that the present windows could be repaired with, perhaps, some breakage to the glass but that was a gamble. Mr. Greim's men have inspected the windows again, at Miss Stromdahl's suggestion, and she is waiting a final report from Mr. Greim; although his men reported that they have not found any rot in the sashes and frames. Mr. Knight thought that Mr. Tobiason, a local contractor, as a public service would be willing to come in to inspect the windows. Miss Stromdahl is to contact him.

Robbins
Print
Collection

Mr. Washburn, in reporting of his and Mr. Brosnan's meeting with Mr. Ernst and Mr. Herrick in regard to the Robbins Print Collection, stated that like Mr. Humphry and Mr. McNiff, Mr. Ernst definitely felt that the library's biggest headache was the print collection. There are not sufficient funds to keep the collection up to date and it loses its value when not added to. At the present rate, it will take ten years to complete the cataloguing. Dr. Ernst considers the present method of cataloguing excellent. It is doubtful that there is sufficient interest in the town to warrant a great expenditure on it. There is a great deal of duplication in the prints. Dr. Ernst is to talk to Dr. Rosenberg about the problem and come back with a report. Mr. Washburn and Mr. Brosnan are to contact Mr. Keefe about the will.

Summer
Hours

The summer schedule will run from June 21 to September 6. The branch libraries will be open two evenings a week. The East branch will close two mornings.

East
Branch
Basement

The ventilation of the basement in the East branch has not been attended to. In addition to using the basement for story hours, it is used for spraying books. The fumes of the spray linger and there is no good way to dispel them. Miss Stromdahl is to ask Mr. Greim for figures to correct this condition and to see if there is a letter on file from the Fire Department permitting the basement to be used for story hours.

Mr. Hammond, a dealer in old and rare books, has offered to sell a collection of John Townsend Trowbridge's books to the library for $100. Mr. Trowbridge was a well known author of children's books in the 1800's. He lived in Arlington. In all there are 24 titles, most of them first editions. Some are in mint condition, some good, and a few in fair condition. Mrs. Spengler has spoken to Mr. Bradford and Mr. Frost about the advisability of making such a purchase. Both think that they would contribute to our collection of Americana and Mr. Frost thinks that the books should be owned by the town. Miss Stromdahl is to ask Mr. Hammond to wait a month until the Society is contacted and a decision is reached.

Mrs. Spengler has had a complaint about the Junior Library Hall being booked by organizations months in advance and securing regular set dates for meetings, leaving those unfortunates seeking perhaps one or two dates a year, no time. The hall has always been let on a "first come first serve" basis and is perhaps the only reasonable way of dealing with the situation.

Jr. Lib
Hall

The next meeting will be June 9.

The meeting adjourned at 10:40 p.m.

Respectfully submitted,

Molly F. Yood

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 9, 1958

A meeting of the Board of Trustees of the Robbins Library was held on June 9, 1958 at 7:30 p.m. in the order room. Those present were: Messrs. Robert J. Brosnan, Hugh A. Mallon, Jr., J. Milton Washburn, Jr., Mrs. Molly F. Yood, Miss Judith E. Stromdahl, Librarian.

The Secretary's report was read and approved.

Two thank you notes were read. The first from Mr. William Delaney, English Instructor of the Vocational High School, thanking Miss Stromdahl for making available to the students assistance in the use of the Library and commending Mrs. McQuaid for the exceptional work she has done with the boys. The second from the Red Cross thanking the Trustees for the use of the hall throughout the year.

Mrs. Yood reported that Mrs. Reingold has started to work on the draperies for the Junior Library - the cost to be approximately $777 - $200. cheaper than prices quoted by Pray's or Jordan's. Draperies

The School Library subcommittee, so Miss Stromdahl reported, met with Mr. Streng and Mr. Guinan, Chairman and Vice-Chairman of the Finance Committee. At Mrs. Porteus's suggestion, Mrs. Spengler presented the views of the subcommittee and explained the ten year plan in detail. Many questions were asked and many points were clarified. A suggestion that the subcommittee on School Libraries request a meeting with the subcommittees on school and library budgets before the annual budgets are prepared was readily agreed upon. School Libraries

Miss Stromdahl had contacted Mr. Greim about the ventilation of the meeting room in the East Branch. Mr. Greim feels that the library will be subject to the same type of requirements as school auditoriums, etc. He has contacted the state authorities and will report the findings to the Board. Miss Stromdahl is to call him again if a report is not made soon, for the hall is used four or five times during the summer for the children's summer program. East Branch Room

The Rev. Mr. Barber has been approached concerning the purchase of the Trowbridge Books by the Historical Society. The Society has never made such a purchase, but Mr. Barber will contact the members to learn if they are willing to buy the collection and report the decision to Miss Stromdahl. If the Historical Society decides not to purchase it, Miss Stromdahl was instructed to buy it from Mr. Hammond, the money to come from Trust Funds allocated to the purchase of books. Trow-Bridge Books

Dr. Ernst has not submitted a written report on the Print Collection. However, he still feels that it would be to the Library's advantage to put the collection out on permanent loan. Mr. Washburn and Mr. Brosnan are to see Mr. Purcell soon about the breaking of the will. Nothing can be done until legal measures are taken. Print Coll.

Mr. Tobiason will be in Tuesday evening to look at the windows in the Reference Room.

Mr. Washburn has not been able to reach Mr. Foritano about the weekly payment of bills. However, the procedure used by the School Committee was adopted, and seems to be satisfactory.

Mr. Brosnan stated that part-time help applications, particularly of pages, have become not only a nuisance but time consuming and expensive. There are on file since 1956 more than 100 applications for jobs as pages in the main library. Before an application can be discarded, the applicant has to be contacted either by mail or phone to learn if she is still interested in the job. Also the applicants have to be interviewed by either Miss Perks or Miss Stromdahl. Since the recession the number has increased considerably, making the work load greater. After careful consideration of the Board it was voted to eliminate the waiting list. As an opening occurs, the Librarian will contact the guidance departments or principals for applicants. Mr. Mallon made a motion that the following standards be set: 1) that applicants for the job as page be at least 16 years old - 2) that they be Arlington residents - 3) that they be in the upper third of their class - 4) that they be made to realize that this is not intermittent employment - 5) that they must have a recommendation from either the vocational guidance director or the school principal. All these standards are, of course, subject to the approval of the Town Manager. The motion was seconded and carried.

Page Jobs

Miss Stromdahl wondered if the policy of writing down 2¢ fines may be eliminated. Only a daily record of the amount would be kept. Many towns - Watertown, Brookline, etc., keep only a daily record and it has proven satisfactory. It was agreed that since the amount realized each week is more or less the same, it would certainly eliminate additional paper work, that it would be worth trying.

Fines

The Waltham Chemical Company on investigating the termites in the work room, thinks that the termites are coming up from the middle of the floor. Mr. Greim said that the floor is laid over wood screeds on rough concrete. The Chemical Company agent said that two methods can be used. One is to have holes in the flooring and spray the chemical through the holes. The second is to pull up the flooring - this obviously is the most expensive method. The Waltham Chemical Company is to present an estimate of the cost of both procedures.

Termites

Mr. Mallon stated that Mr. Greim can't write up specifications for the pointing up and the sand blasting of the building as he is too busy with schools. It is hoped that this will be done before the frost in the fall.

The next meeting will be in August - the date to be set later.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Mrs. Molly F. Yood, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

August 18, 1958

The Board of Trustees of the Robbins Library met on August 18, 1958 at 7:30 P.M. in the order room of the Robbins Library.

Those present were: Messrs. Robert J. Brosnan, J. Milton Washburn, Mrs. Margaret Spengler and Miss Judith E. Stromdahl, Librarian, Hugh A. Mallon, Jr., arrived a little late, since he was paying a visit to his new daughter, Mary Jane, born on this day.

The minutes of the Secretary's report were waived by unanimous consent.

Mrs. Spengler was appointed Acting Secretary in the absence of Mrs. Yood.

CORRESPONDENCE

A thank you note was read from the Spy Pond Rod and Reel Association for the use of the library facilities.

A letter from Building Inspector, Mr. James McCabe, instructed the Trustees that no more than 35 persons could occupy the meeting room at the East Branch at any one time.

East
Branch

A letter from Dr. Harriet Chalmers of Marlborough, a former Arlington resident, offered the Trustees an original painting to be used in the Children's Library. The Chairman, Mr. Brosnan, authorized Miss Stromdahl and Mrs. Spengler to go to see Dr. Chalmers and arrange for acceptance of the picture.

Gift
from
Dr.
Chalmers

A letter from Mr. James Sullivan advising the Trustees of a new fuel contract was received.

A letter from Mr. Edward C. Monahan, Town Manager, requested a report on the status of Capital Expenses of the library.

REPORTS

Miss Stromdahl reported as a result of a recent storm, several leaks occurred in the gallery. Mr. Greim authorized the librarian to contact Kennefick Bros. The man sent to inspect the condition, reported several new cracks in the ceiling possibly caused by the wind storm. However, he suggested that we wait until another storm occurs to determine the entent of breaks. The Custodians are instructed to paint discolored areas.

Leaks
after
storm

ROBBINS PRINT COLLECTION

No written report has yet been received from Dr. Ernst who has been reviewing the status of the Robbins Print Collection. The report is due for the September meeting. In a verbal message to Miss Stromdahl,

Dr. Ernst stated that it would be advantageous for the Robbins Library to place the Robbins Print Collection on permanent loan. Miss Stromdahl called Mr. Purcell to discuss the legality of such procedure. She was unable to reach him and he has not yet returned the call. Mr. Brosnan will contact Mr. Purcell concerning the matter of the Print Collection, this week.

Robbins
Print
Coll..

VENTILATION OF MEETING ROOM AT EAST BRANCH

Miss Stromdahl reported that Mr. Greim estimated it would cost approximately $800. to ventilate the East Branch Library meeting room. In view of the letter received from the Building Inspector, the Trustees decided they would not consider this expenditure at the present time.

Ventilation
East

PAYMENT OF BILLS

Persuing the dilemma of how the library bills will be properly prepared by the trustees and staff, Miss Stromdahl informed the trustees that Mr. Foritano will accept bills for payment on the first and sixteenth of each month for the library. After discussion, the trustees were not yet satisfied with this procedure and the Chairman appointed Mr. Washburn to contact Mr. Foritano to review a proper formula to be used by the library.

Bills

RECEPTION FOR MISS SAMPSON'S RETIREMENT

Miss Stromdahl presented Mrs. Yood's recommendations to honor Ruth Sampson, Assistant Librarian, who retires from the library August 31, 1958, after more than forty-one years of service. It was recommended that a Tea be held in the Reference Room on Sunday, September 28, from 3-5 P.M. The Tea will be paid for by subscription solicited from the many friends of Miss Sampson. The subscription will also provide a purse to be presented to Miss Sampson as a gift. Miss Stromdahl was instructed to compile a list of those to be contacted for invitation. It was recommended that the details of this affair be worked out by Miss Stromdahl, Mrs. Yood and Mrs. Spengler.

Reception
for
Miss
Sampson

WINDOWS

The windows in the reference room still present a problem of major importance. Upon Mr. Tobiason's recommendation a Mr. Paul Himmelman weather-stripped one window at a cost of $20.00. This was done experimentally for the Trustees' examination. Mr. Johnson had previously reported the frames in a good condition and entirely free of dry rot. Upon examination, the Trustees felt that the weather stripping appeared to be satisfactory, but the window inspected gave very definite evidence of dry rot. The chairman then directed Mr. Mallon to see Mr. Greim as soon as possible to request a careful inspection of all window frames before further funds are to be spent on weather stripping.

Reference
Room
Windows

LIGHTING FOR JUNIOR LIBRARY

Miss Stromdahl presented two plans for the lighting of the Junior Library. One by Mr. Melquist of the Boston Edison and the second by Mr. Sword of Lexington. Both reports reject possibility of recessed lighting as being prohibitively expensive and undesireable. Both recommend use of the Miller Hartford unit fixtures. They differ in that the Edison plan called for 4 rows of lights for a total of 30 fixtures, the Sword plan, 3 rows with a total of 30 fixtures. Sword plan guarantees 40 candle-foot light maintained throughout the room. The trustees discussed the problem of removing present fixtures and feel that they have an obligation to preserve the beauty and simplicity of this room. It was suggested that Miss Stromdahl contact Mr. Melquist of Boston Edison to discuss the merits of the Sword plan.

Junior
Library
lights

REPORT OF MR. MONAHAN ON CAPITAL REPAIRS

Miss Stromdahl was instructed to write to Mr. Monahan concerning the status of all Capital Repairs being undertaken by the library at the present time. Miss Stromdahl also reported occurance of water coming in through one of the basement entrances in a recent storm. She was instructed to contact the maintenance department concerning this matter.

Capital
Repairs

SCHOOL LIBRARIES

Mrs. Spengler reported that the School Committee would hold an open meeting in early September to discuss with the public a new plan of enrichment in the public schools. Miss Stromdahl is to contact Mr. Roens to make sure that the school libraries would be included in the program. One thousand books have been purchased and catalogued for the Crosby School library. After a discussion concerning what service can be given to the Brackett, Hardy and Crosby Schools, the following motion was made by Mr. Mallon: "Inasmuch as the voted Library Budget did not provide for a librarian at the Brackett, Hardy and Crosby Schools it is fecommended that Mrs. Coffin of the Junior Library Staff give basic library instruction one day of each week at each of the three schools". The motion was seconded and voted unanimously.
Miss Stromdahl felt that this could be done and would further protect the investment made in these schools and encourage proper use of the books. The motion was made by Mr. Washburn to have the secretary send a letter to the Chairman of Finance Committee requesting a meeting with the Finance Subcommittee on libraries as soon as convenient. The Trustees requested Miss Stromdahl to prepare a news release for the local papers, to appear on August 21, suggesting that parents use the next two weeks preparing their children for reading in school and offer service of all library departments to parents and children.

School
Libraries

NEW HEATING CONTRACT

A letter from Mr. James Sullivan, Assistant Town Manager, suggested consideration of Petro-Burner Service plan for the Main Library and Dallin Branch. After consulting past bills and discussion of rates, the trustees felt the contract for the Main Library of $52.50 per year and Dallin Branch $42.50 a year, was acceptable. Mr. Mallon moved to accept - motion was seconded and voted.

A brief exploratory discussion on salary classification for professional librarians was introduced and suggested that further information be obtained from nearby communities and the discussion continued at the next meeting.

The next meeting was set for September 8, 1958.

The meeting adjourned at 10:40 P.M.

Respectfully submitted,

Mrs. Kenneth C. Spengler
Acting Secretary

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 15, 1958

A meeting of the Board of Trustees of the Robbins Library was held on Monday, September 15, 1958 at 7:30 P.M. in the order room. Those present were: Messrs. Robert J. Brosnan, Hugh A. Mallon, Jr., J. Milton Washburn, Jr., and Mesdames: Margaret H. Spengler, Molly F. Yood and Miss Judith E. Stromdahl, Librarian.

The minutes of the preceding meeting with minor changes were accepted.

A copy of a letter from Mr. Monahan to Mr. Greim was read instructing Mr. Greim to proceed with the work on the windows in the Reference Room - to replace the present casement windows with double hung windows. This action followed Mr. Mallon's conference with Mr. Greim.

Windows

Mrs. Yood reported that the dinner for Miss Sampson will take place on September 28, 1958 at 7:00 P.M. at the Wayside Inn. All agreed that the choice of the menu and the gift be left to the committee.

Dinner
Miss
Sampson

Mr. McNiff and Mr. Humphrey, who have been making a survey of library building needs, were present to give a verbal report on their finds. They made many excellent suggestions for changes which would increase the efficiency of the library and give more work space. The fact that the work areas for the staff are scattered throughout the building, so they said, decreased efficiency and necessitated a larger staff than would be necessary if all "behind the scenes" work could be concentrated in one area. They felt that the space between the second stack and the music room should be floored over for additional bookcases and that an elevator leading to the gallery should be installed so that this large area might be used, that probably in 10 years an addition would be needed for the main library. There were more details included in their talk and all the findings will be incorporated in a report that will be ready on October 1, 1958.

Survey

After Mr. McNiff and Mr. Humphry left, the meeting proceeded. In view of the fact that in about ten years an addition may be needed for the library, and that it was suggested that the present building might be squared off, thus eliminating some of the windows in question, Mr. Washburn made a motion that Mr. Monahan be requested to hold up work on the windows until the survey committee's report for future planning has been approved and that Mr. Greim be asked if metal window stripping would be sufficient to protect the Reference Room from rain until building changes might be made.

Windows

Mr. Mallon further reported that if four strips of lighting are used in the Junior Library as Mr. Malquist of the Boston Edison Company suggested, the rosettes where the present fixtures are will be damaged and involve costly repair work. Mr. Malquist feels that Mr. Sword's plan will not produce sufficient lighting and that a

Lighting

minimum of 40 candle power is necessary. Mr. Mallon thought that perhaps a Miller-Hartford fixture having 3 bulbs may do the trick. Mr. Mallon, Mr. Greim, and Mr. Malquist are to meet to discuss the matter further. Mr. Mallon would like the work to go out on bid in November so that work can start in December, so that we can benefit from the lower winter rates. Lighting

Mr. Purcell has been contacted about the print collection and he said he is looking into the matter.

Mrs. Yood reported that she and Miss Stromdahl had gone to Marlborough to accept the painting Dr. Chalmers had given the library. It is a painting of a honey bee flittering through a mass of peonies. A letter of appreciation is to be sent to Dr. Chalmers.

The annual election followed. Mrs. Spengler in nominating Mrs. Yood for the chairmanship expressed appreciation to Mr. Brosnan for the fine leadership he had given the Board during his term as chairman. Mrs. Yood was voted chairman, Mr. Washburn made a motion that the librarian be made permanent secretary of the Board. The motion was seconded and unanimously voted. Election

Miss Stromdahl reported that some heavy bookcases had been put in the East Branch for library use. Before the election she contacted Mr. Nicksay because she felt they would interfere with the voting and would require several men to move. The matter was referred to Mr. Redden who felt that the voting would have to proceed around the cases. Voting at East

The October meeting shall be on the 7th and 14th.

The meeting adjourned at 11:10 P.M.

Respectfully submitted,

Mrs. Molly F. Yood
Secretary

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

October 7, 1958

The Board of Library Trustees met at 7:30 P.M. on Tuesday October 7, in the order department of the Robbins Library. Mesdames Yood and Spengler, Messrs. Washburn and Brosnan, and the Librarian, Miss Judith E. Stromdahl, were present.

The newly elected Chairman, Mrs. Yood, presided.

The minutes of the last meeting were accepted. Correspondence included a note of thanks from Miss Sampson for the testimonial dinner and a letter from the Town Manager granting a delay in making changes to the windows of the Reference Room.

Reports followed:

Lighting

The Librarian reported that a conference on the Junior Library lighting plans was held on Tuesday, October 7, with Messrs. Greim and Reed, Malquist of the Boston Edison and Robert Ellis of General Electric Supply, and the Librarian present. At this meeting it was agreed that three rows of lights using Miller-Hartford fixtures having 3 bulbs would work out just as satisfactorily as 4 rows of 2 bulb fixtures.

Windows

In view of the fact that the survey now being made of existing library facilities may result in a proposal to square off the building at some foreseeable date and thus eliminate the windows on the southwest side of the present reference room, Mr. Greim suggested that no major changes be made in the windows at this time. He advised the Librarian that seven of the fourteen windows could be permanently sealed, the others patched and weatherstripped.

Testimonial Dinner

An itemized financial report of the dinner was presented. It was suggested that the balance of $10.15 be used for a framed picture of Miss Sampson taken on the occasion.

Action taken on the preceding reports was as follows:

Voted: To accept the report on lighting and to advise Mr. Greim to proceed with the relighting of the Junior Library as outlined and agreed at the conference on October 7, 1958.

Voted: To request Mr. Greim to submit his recommendations in regard to the windows in the Reference Room in writing to the Board before its next meeting on October 21, 1958.

Voted: That a vote of thanks be extended the committee for its work on the testimonial dinner given in honor of Miss Sampson.

Some time was spent on the questionnaire which had been sent the Board by the Massachusetts Library Development Committee, asking for Board opinion on possible legislation for improved financial support of Massachusetts Public Libraries. After much discussion it was agreed to report that the members of the Board are anxious that communities of the Commonwealth receive adequate library service, but question the proposed method of obtaining it. They also wanted more information on possible safeguards which would prevent surrendering of town home rule and which would prevent towns from lowering their appropriations in proportion to amounts received from State. Questionnaire

The remainder of the evening was spent discussing the preliminary survey report relating it to the budget for 1959. It was suggested that Messrs. McNiff & Humphry be invited to another meeting to clarify and expand items in the survey, this meeting to take place before the next meeting of the Board. Budget for 1959

Voted: To continue budget work at a special meeting scheduled for Tuesday, October 21, 1958.

The meeting adjourned at 10:40 P.M.

Respectfully submitted

Judith E. Stromdahl, Secretary
Board of Library Trustees

MINUTES OF SPECIAL MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 21, 1958

A special meeting of the Board of Library Trustees was held on Tuesday evening October 21, 1958, in the order department of the Robbins Library. Those present were: Mesdames: Margaret H. Spengler, Molly F. Yood and Miss Judith E. Stromdahl, Librarian, and Messrs. Robert J. Brosnan, Hugh A. Mallon, Jr., J. Milton Washburn, Jr.

Time for Meetings

A discussion as to the time for board meetings resulted in the decision to schedule future meetings at 7:45 P.M.

Mott Fund

Voted: To accept the recommendation of the Town Treasurer, Mr. Francis A. Coughlin, for the reinvestment of proceeds of the U. S. Series G. bonds in the amount of $5,000. which will mature on November 1, 1958 in the Mott Fund, namely, to purchase long term Treasury offerings.

The remainder of the meeting was devoted to discussion of budget items in preparation of the 1959 budget request.

Voted: That the Board request the Town Manager for an appointment at his earliest convenience to consider action on proposals set forth in the survey submitted by Messrs. Humphry and McNiff.

The meeting was adjourned at 11:10 P.M.

Respectfully submitted,

Judith E. Stromdahl
Secretary
Board of Library Trustees

MINUTES OF SPECIAL MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 4, 1958

A special meeting of the Board of Trustees was held on Thursday evening, November 4, 1958 at 7:30 P.M. in the order department. Those present were: Mesdames Molly F. Yood, Margaret H. Spengler, Miss Judith E. Stromdahl, Librarian, Messrs. Robert J. Brosnan, Hugh A. Mallon, Jr., J. Milton Washburn, Jr.

The following items were discussed and acted upon:

Music Librarian

Mrs. Yood presented a letter of application for the position of Music Librarian which she had received from Mrs. Alice Peggs, a member of the non-professional staff. In the ensuing discussion it was unanimously agreed that inasmuch as Mrs. Peggs did not have the qualifications set forth in either the Job Requirements of the Robbins Library nor those recommended in the recent survey by Messrs. Humphry and McNiff, she could not be given the appointment.

Heating

A problem of satisfactorily heating three work rooms in the basement, the catalog room and the Junior Library Hall has been of concern for sometime. Following a suggestion offered by Mr. Greim, it was voted "to ask Mr. Alfred Christie, of 1826 Center Street, West Roxbury, to make a survey of the entire heating system, the money for this durvey to be taken from this year's budget". According to Mr. Greim, Mr. Christie will do a rough survey for $100. - $150.

Robbins Print Coll.

The Librarian reported her conversation with Town Counsel, who has been asked for an opinion on the powers of the Trustees to dispose of the collection, either by gift or by placing it out on permanent loan. Mr. Purcell reported he is trying to establish present ownership of the collection. No record has yet been found stating that the collection had been given either to the Town or the Library; bequests for its care and upkeep have been left to the Trustees of the Robbins Library. The Librarian also reported the recent visit to the library of three cousins of the Robbins family. They were interested in seeing the Print Collection.

Lighting

A communication from Mr. Greim advised the Board that the contract for the relighting of the Junior Library had been awarded to J. R. Lentine Co. of Jamaica Plain who will do the work for $2,273.00.

School Libraries

A thorough discussion of the School Library program was held. How best to prepare the budget to ensure continuance of the program was concern of the Board.

Mrs. Spengler reported that Dr. Roens of the School Department had indicated interest in the possibility of having an appropriation for School Librarians rather than for books included in the School Department Budget, thus reversing the present plan.

In the current plan the School Librarian's salary is included in the Library Budget, the appropriation for books in that of the School Department. Mrs. Spengler also mentioned that the Town Manager had assured her that Dr. Roen's suggestion was acceptable to him and that any action the Trustees might take would meet with his approval provided such action did not alter the planned schedule for school libraries as set forth to the Finance Committee. School Libraries

It was voted to discuss this matter with the subcommittee on School Libraries and approach the full School Committee if necessary.

Personnel

Voted: To accept Miss Stromdahl's report re Peter Weil and to approve the action taken.

Voted: To send a letter to Mrs. Alyce Davis expressing regret at her resignation from the Staff and wishing her happiness and success in the future.

The date of the next meeting was scheduled for Tuesday, November 18, 1958 at 7:45 P.M.

The meeting was adjourned at 9 P.M.

Respectfully submitted,

Judith E. Stromdahl, Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

November 18, 1958

The Board of Library Trustees met on Tuesday evening, November 18, 1958 at 7:45 P.M. in the Order Department of the Robbins Library. Present were Mesdames Yood and Spengler, Messrs. Brosnan, Mallon, and Washburn, and the Librarian, Miss Judith E. Stromdahl.

The Secretary's reports for the regular meeting of October 7 and the special meeting of October 22 were accepted.

Correspondence included a letter from Lee Morris, Executive Secretary of the Personnel Board informing the Library Board that its request for an appointment to discuss the new salary schedule recommended in the recent survey of the Library had been granted and scheduled for Wednesday, November 26, at 7 P.M.

Another letter came from Dr. William B. Ernst, Jr., Librarian of the Lamont Library, who had been invited to act as a consultant to the trustees in their study of the Robbins Print Collection.

Robbins Print Coll.

The following excerpts are quoted from Dr. Ernst's letter giving his opinion as to action to be taken.

"The following courses of action, in the order listed, would, in my opinion, seem the best to follow.

1. Dispose of the collection

This would be carried out only if the terms of the bequest do not forbid such action and only if, on competent legal advice, there are no other factors barring such action. As it now stands, the collection is receiving little use and is taking up valuable space that could be put to better use. The best method of disposal would probably be to have a print dealer make an offer for the entire collection, or to take it on consignment to be sold for the best possible price.

2. Store the collection

If it is necessary that the library retain the print collection, the next best solution would be to pack the collection carefully and store it in a safe place. This would free the space now occuppied for other use, and would remove the necessity for keeping a staff member tied up in servicing the collection. If it is stored, it should be checked periodically to keep it in good condition.

3. Vitalize the collection

To me, this would be the least wise course of action, both from the point of effort expended and expense involved. It would mean attempting to create an interest in the graphic arts, finding money to hire a qualified full time curator and also to purchase modern prints to bring the collection up to date. This hardly seems justifiable considering the limited interest that probably would be aroused in a town such as Arlington.

The Secretary was requested to write a letter to Dr. Ernst thanking him for his evaluation of the collection. The Board also agreed that Messrs. Washburn and Brosnan and the Librarian should arrange a meeting with Town Counsel to discuss what progress, if any, had been made in determining ownership of the Print Collection. At an earlier date Mr. Purcell had reported that no record had been located indicating the Print Collection had ever been presented to the town or accepted by it. Mr. Purcell stated that inasmuch as the bequest read, "I give to Robbins Library, said sum, to be devoted to the care, preservation, and increase of my collection of prints", such ownership must be established before action to dispose of the collection in any way could be considered. Robbins Print Coll.

The following reports were made:

1. School Libraries

Mrs. Spengler reported that the subcommittee on School Libraries had met with Mr. Roens to review the School Library situation and to discuss the best way to present the School Library items in the budget. The committee felt that it would be desirable for the procedure of the preceding year to be reversed, i.e., the librarians' salaries should be included in the School Department budget and books in the Library budget. Mr. Roens agreed to propose such action at the next meeting of the School Committee. In the meantime, both departments would carry both items in their budgets and a joint meeting with the Finance Committee would be requested to get further direction from that body. School Libraries

Mrs. Spengler also reported that Mr. Roens had subsequently advised her that the School Commmittee had assented to fôllow the recommendations of the subcommittee and would carry the salaries for the School Librarians in its budget. Upon receiving this information, Mrs. Spengler contacted the Town Manager who indicated approval of the $5000. item for books in the Library Budget.

2. Other Reports

The Librarian reported that through the cooperation of Mr. Greim, work on the windows of the Reference Room was progressing, and installation of shelving in the basements of East and Dallin and in the cloak room of the main library was under way. The Librarian also reported that a beebe gun shot had made a hole in the plate glass window panel over the front door and that this incident had been reported to the police.

Personnel

1. It was voted, subject to the approval of the Town Manager, that Mrs. Jane Coffin be advanced from Professional Librarian, Jr. Grade, to Professional Librarian, Sr. Grade to fill the position to be vacated by Peter Weil on December 31, 1958. Mrs. Coffin received her Master's Degree in Library Science from Simmons this past summer. Mrs. Coffin

Personnel (cont.)

2. Mr. Brosnan suggested that Mrs. Colcord be considered for the position of Assistant Librarian. After some discussion it was voted that all members of the professional staff be invited to meet with the Trustees by appointment so that a complete analysis of the duties of each could be evaluated. The Chairman was directed to arrange for the first three of these interviews at the next meeting of the Trustees. Asst. Librarian

Holiday Closing

Voted: To close the library at 12 noon on December 24, 1958, subject to the approval of the Town Manager.

Voted: To close the library on December 31, 1958, New Years' eve, at 5 P.M. or earlier if lack of business so warrants, subject to the approval of the Town Manager.

Next Meeting

The date for the next meeting was set for Tuesday evening, December 9, 1958.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Judith E. Stromdahl
Secretary
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

December 9, 1958

The Board of Library Trustees met in the order department of the Robbins Library on Tuesday evening, December 9, 1958 at 7:45 P.M. All members were present: Mesdames Spengler and Yood, Messr. Brosnan, Mallon, and Washburn, and the Librarian, Miss Judith E. Stromdahl.

The minutes of the previous meeting were accepted.

The correspondence included the following:

OPEN MEETINGS

1. A letter from the Town Clerk relative to Chapter 626 of the Acts of 1958 which provides that "all meetings of every--- Town board..... shall be open to the public unless such board.... shall vote to go into executive session".

2. A letter from A. Y. Christie enclosing a report of his survey of the existing heating and ventilating system at the Robbins Library. A copy of this letter is attached.

3. A letter from Marian Manley Winser of the A. L. A. in regard to information needed for a new revision of the Handbook for Library Trustees. Mrs. Yood and Miss Stromdahl were requested to prepare this material and forward it to Miss Manley as soon as possible.

Interviews

INTERVIEWS

In accordance with the vote taken at the November 18 meeting, three members of the professional staff had been invited to attend this meeting. Mrs. Evelyn Colcord, Mrs. Helen Thompson and Mrs. Esther McQuaid presented brief summaries of their duties in twenty minute interviews.

Personnel

RESIGNATION

Mrs. Yood reported that Mrs. Joan Caterino had tendered her resignation, as Head of Circulation, effective in February.

Ruth Philpott

Mrs. Yood also presented credentials of a Miss Ruth Philpott who had been interviewed as a replacement for Peter Weil whose resignation becomes effective December 24, 1958. It was voted to hire Miss Philpott on a three months trial basis, at a salary rate of $3008. (CG 2 Min.) subject to Town Manager's approval. Miss Philpott is a graduate of the Scott-Carbee School of Art and comes highly recommended.

Other Action

MR.LEWIS

Mrs. Spengler reported a chance meeting with the Rev. Mr. William Lewis of the First Parish Unitarian Church, in which Mr. Lewis asked for an interview with the Trustees in regard to the

Library's right of way. It was voted that a letter be sent
Mr. Lewis stating that this was a matter which came under the Mr.Lewis
jurisdiction of the Town Manager and the Town Counsel and that
the Trustees had been informed by Town Counsel that the matter
had been satisfactorily resolved. However, they would be glad
to talk with Mr. Lewis at their next meeting if he so wished.

Voted: To invite Mrs. Dorothy Hart and Miss Elizabeth L. Phelan to the next meeting for interviews.

Mrs. Yood advised the Trustees of the meeting with the Town Manager scheduled for December 11, 1958, to clear up apparent misunderstandings.

The possibility of forming a Friends of the Library Group was discussed but no action was taken.

The meeting was adjourned at 11:00 P.M.

Respectfully submitted,

Judith E. Stromdahl
Secretary
Board of Library Trustees

ALFRED Y. CHRISTIE
Consulting Engineer

TELEPHONE
FAIRVIEW 3-1323

1826 CENTRE STREET
WEST ROXBURY 32, MASS.

December 30, 1958
(Copy of ltr. dated 12/15/58)

Mrs. J. Stromdahl, Librarian
Robbins Library
Massachusetts Avenue
Arlington, Mass.

Re: Robbins Library
Arlington, Mass.

Dear Mrs. Stromdahl:

In accordance with the report of my survey which I sent to you on November 24, I am hereby submitting more data peertaining to the control of the heating and ventilating system of the library, also my estimate of the approximate cost of this work for your budget purposes.

At the present time the existing heating and ventilating system has no means of just heating the building on night and weekend, or unoccupied, periods unless a small cleanout panel is removed from the duct work below and this small panel, in my opinion, is not large enough to obtain the proper results. Therefore, I have made an allowance in the price for some means of heating the building during unoccupied periods without outside air. The temperature control system will be so designed as to automatically control the main library and the Junior Library in accordance with the following set up:

1. Control of the individual heaters in the old building by means of a single temperature room thermostat, low limit thermostat and automatic steam valve and fresh air damper.

2. Control of the individual heaters in the new building by means of a single temperature room thermostat, low limit thermostat, automatic steam valve and damper operator for the face and by-pass dampers and fresh air damper.

3. Miscellaneous direct radiation in the catalog room, music room and staff quarters will be controlled by single temperature room thermostats and the required number of automatic radiator valves.

4. Night control for the entire building. Night control will be divided into two (2) zones. A seven-day program timer will be provided to automatically shift the building from day to night control. During the night setting the lowered

night temperatures will be maintained by a single temperature night thermostat controlling its respective zone valve. When the valve is opened the oil burner will start and when the valve is closed the burner will shut off. During the day setting the valve will open and the burner will run under normal boiler pressure controls.

5. A 3/4 h.p. air compressor will be furnished with a filter assembly and pressure reducing station to provide a supply of clean, dry compressed air for the control system. The control system will be guaranteed for a period of one year after acceptance by the owners.

You will note from my report of November 24 that I stated the existing piping system should be changed from a two-pipe steam system with a non-pipe pressure return, which would include the necessary traps on the heating equipment and a condensation pump for mechanical means of returning the condensate to the boiler. Therefore, the price which I am submitting to you will include the necessary equipment and piping changes to change the system to a two-pipe non-pressure return system.

According to my estimate, the cost of this work will run approximately $15,000 for the entire work of changing the heating system and for the automatic temperature control system. This price does not include any engineering fee for drawing up plans and specifications, supervision of the installation, etc. Following is a breakdown of my estimate, in accordance with the above price quoted:

Automatic temperature control......................	$6,000.00
" " " for recirculating air, etc......	2,000.00
Wiring for automatic temperature control..........	300.00
Labor for installing A.T.C. valves on banks & F&T traps....	700.00
" " " " " " direct rods & traps....	200.00
" " " " " in steam mains...	200.00
F&T traps w/strainers, valves, etc., indirect banks	400.00
Drip traps for steam mains......................	300.00
F&T traps & drip C.R. type unit vent. for Jr. Library	250.00
Traps for direct radiators......................	250.00
Condensation pump (duplex)......................	1200.00
Wiring for condensation pump....................	200.00
Misc. piping for condensation pump & returns......	1200.00
Heating equipment for Work Room, Stack Room, Hist. Room.......	800.00
Miscellaneous...................................	1000.00
	$15,000.00

The matter of how much you would call for in your budget I will leave to the trustees and yourself. You may wish to allow a little extra on the $15,000 because you realize this is a round figure estimate.

If there are any questions pertaining to this matter I would like you or any members of the Board of Trustees to feel free to call me at any time and I will gladly discuss the matter of any item that is not clear.

Very truly yours,

A. Y. Christie

AYC:rch

A. Y. Christie

cc Mr. Edward Monahan, Town Manager
cc Mr. George Greim, [illegible]

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 6, 1959

The Board of Library Trustees met at 7:45 P.M. on Tuesday evening, January 6, in the order department of the Robbins Library. Mesdames Yood and Spengler, Messrs. Brosnan, Mallon and Washburn and the Librarian, Miss Judith E. Stromdahl were present.

The report of the December meeting was accepted as presented.

Correspondence included:

1. Letters of thanks from Mrs. Sylvia Shapiro for service rendered by the library and from Mrs. Helen Protheroe on behalf of the Arlington Family Service for the use of the Junior Library on Tuesday evenings and the Junior Library Hall on various occasions.

2. A letter from Alfred Y. Christie, Consulting Engineer, which included data pertaining to the control of the heating and ventilating system of the library together with an estimate of the approximate cost of this work. A copy of this letter is attached to this report.

3. A letter from the Town Clerk enclosing two copies of excerpts from the Acts for the year 1958 containing Chapter 626, relative to open meetings.

4. A copy of a letter to Town Counsel from Mr. Monahan in regard to the desirability of drawing up some simple rules and instructions relating to Open Meetings.

On motion of Mr. Washburn, it was voted that Mr. Christie's letter be acknowledged and that Mr. Greim be asked to meet with the Board in February so that his opinion on this matter might be secured. Mr.Greim

Mrs. Spengler issued an invitation to the Board to attend the Civic Award night which the League of Women Voters is holding on January 27, in the Town Hall at which time citations of merit will be given to the Finance Committee and posthumously to 'Jim' Golden for his outstanding service as an elected official. Civic Award Night

Following the procedure initiated at the December meeting, two more members of the Professional Staff were interviewed, Mrs. Dorothy Hart, Reference Librarian, and Miss Elizabeth L. Phelan, Supervisor of Children's Library Activities.

Mrs. Yood reported that no replacements had been found for the open positions, due to the inadequate salaries paid by the Robbins Library. Qualified people for Assistant Librarian, Music Librarian and Head of Circulation, are not available at the present pay rates. Vacancies

Voted: to ask Mrs. Jane Coffin, Mrs. Heather Phalen, Mrs. Emily Woo, and Miss Louisa Tilton to attend the next meeting for fifteen minute interviews.

ARTICLES
TOWN
WARRANT

Following a discussion relevant to articles to be inserted in the Warrant of the Town Meeting, Mr. Washburn moved "to insert an article in the Warrant requesting funds for an elevator; and to insert an article to establish a special category for library personnel within the Town Classification and Pay Plan with a Salary Schedule based on the recommendation included in the survey". It was so voted.

Voted: to invite the Town Treasurer to attend the next meeting to discuss his recommendation in regard to Trust Funds.

Voted: to hold an extra meeting on Tuesday, January 13, 1959 at 7:30 P.M.

The meeting was adjourned at 10:30 P.M.

Respectfully submitted,

Judith E. Stromdahl
Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

January 13, 1959

The Board of Trustees met on Tuesday evening, January 13, 1959 in the order department of the Robbins Library at 7:15 P.M. Those present were: Mesdames Spengler and Yood, Messr. Brosnan, Mallon and Washburn and Miss Judith E. Stromdahl, Librarian.

The minutes of the previous meeting were accepted as presented.

Correspondence included a letter from the Selectmen's office stating that articles to be inserted in the Warrant of the 1959 Town Meeting must be submitted on or before January 26, and a letter from the Personnel Board advising the Library Trustees that the Personnel Board had voted to establish a separate schedule for Library Personnel with no change in classification and no change in salary.

Personnel Board Salary Sched.

At eight o'clock, the Town Treasurer, Francis Coughlin, checked the trust funds with the Board and received approval to reinvest some of the funds in long term U. S. Treasury Bonds maturing in 1981 with 4% return. Mr. Coughlin also discussed the manner in which trust funds are handled at the present time and suggested that one of the two following plans be adopted.

Trust Funds

1. That the interest be allowed to accumulate on each fund and withdrawals made as necessary.

2. That specific categories be set up in the Town Accountant's office so that monies will be spent only for purposes designated in various funds.

Miss Stromdahl was requested to send the Town Treasurer a statement of the purpose of each fund as designated in the bequests and Mr. Coughlin agreed to send the Trustees a letter giving the amount realized on each fund through interest during 1958. Mr. Coughlin left shortly after nine o'clock.

Statement of Funds

Four additional staff members were interviewed, Mrs. Jane Coffin, Mrs. Heather Phalen, Miss Louisa I. Tilton and Mrs. Emily Woo.

A discussion on the articles to be inserted in the Warrant followed.

Mrs. Yood, in her report on Personnel, presented the name of Joan Frankel for the position of Music Librarian. Miss Frankel is a graduate of the University of Pittsburg and received her Master's Degree in Library Science from Western Reserve. She wishes to locate in this part of the country. Her experience has been broad. She has served as Assistant Librarian for the Advertising firm of Ted Bates & Co., was a member of the library staff of the Catholic University of American in Washington, D. C., was on the research staff of the

Candidate for Music Lib.

United Nations, Librarian at Columbia Broadcasting System in New York and is presently librarian at the Newton College of Sacred Heart. She also has an extensive background in music. In order to secure her for the position, the Trustees voted to offer her a salary of $4396, placing her in AG 4, St. 3, subject to the approval of the Town Manager.

Head of Circulation

Voted: To offer Mrs. McQuaid the position of Head of Circulation to replace Mrs. Joan Caterino whose resignation takes effect March 1, 1959. The trustees realize this change does not benefit Mrs. McQuaid as far as aalary is concerned, but they felt she was eminently fitted for this supervisory position.

Young People's Dept.

If Mrs. McQuaid accepts this change in position it was voted to offer the position as Head of Young People's Department to Mrs. Heather Phalen, a graduate of the School of Library Science at Simmons and a member of the Professional Staff of the Circulation Department. Mrs. Phalen's grade would be changed from AG 1 St 2, to AG 4 Minimum, subject to the approval of the Town Manager.

The date of the next meeting was set for Tuesday, February 3, 1959 at 7:45 P.M.

The meeting was adjourned at 11 P.M.

Respectfully yours,

Judith E. Stromdahl
Librarian and Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 22, 1959

A special meeting was held on Thursday evening, January 22, 1959 in the office of Mr. James Sullivan, Town Hall, following a meeting with the Town Manager and the Chairmen of the Finance subcommittees on Schools and Libraries. Mrs. Spengler, Messrs. Brosnan, Mallon and Washburn and the Librarian were present. In the absence of Mrs. Yood, Robert Brosnan acted as Chairman.

Upon motion of Hugh Mallon, it was voted that no article be inserted in the Town Warrant for 1959 requesting salary reclassifications. Robert Brosnan requested to be recorded as dissenting in this action.

Upon motion of Mr. Washburn, it was voted that "the Chairman of the Library Board in person, should inform the professional staff that the trustees had decided not to take any action on the salary reclassification plan as set up in the survey at the Town Meeting of 1959".

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 3, 1959

The Board of Library Trustees met on Tuesday evening, February 3, 1959 at 7:45 P.M. in the order department of the Robbins Library, with the Chairman, Mrs. Molly Yood presiding. Present were: Mrs. Spengler, Messrs. Mallon and Washburn and the Librarian, Miss Judith E. Stromdahl.

The Secretary's report was accepted.

Land Court

Correspondence included a letter from Rev. William W. Lewis of the First Parish Unitarian Church, to the effect that he would plan to see the Town Manager in the near future, "to advise him of the action of the Land Court in issuing to us a certified title to our property".

Miss Stromdahl reported on the following:

1. That the relighting of the Junior Library had been completed - apparently to the satisfaction of everyone.

Bills in Legislation

2. That the three bills favoring special legislation for the support of the Boston Public Library had been referred to the next annual legislative session and that House bill #1361 providing financial aid to public libraries of the Commonwealth had been reported favorably and sent to the Ways & Means Committee.

Warrant

3. That the two articles to be inserted in the Warrant (acceptance of a $2000. bequest and request for funds for an elevator) had been forwarded to the Board of Selectmen's office.

Asst. Lib. position

4. That Mrs. Signe Hynson (formerly of the Robbins Library Staff) had been approached as directed by the Board, in regard to the position of Assistant Librarian, at a salary of $4422 - 5248. Inasmuch as her present salary is over $6000. she was not interested in making the change, although she appreciated being considered.

Mrs. McQuaid

5. That Mrs. McQuaid had agreed to become Head of Circulation, although it meant no increase in salary, with the provision that she might accept the job on a six months trial basis.

Mrs. Phalen

6. That Mrs. Phalen was pleased to accept the position of Young People's Librarian vacated by Mrs. McQuaid.

At the request of the Board of Trustees, Mr. George Greim was present at the meeting to discuss the heating survey made by Alfred Y. Christie, Consulting Engineer. The latter, was also present upon invitation of Mr. Greim. The report was thoroughly discussed and its recommendations broken down for budget purposes. It was agreed that

the work could be done on a two year program basis. First year program requirements are indicated on the copy attached to this report.

The condition of the piano in the Junior Library hall was discussed. According to Mr. Savio, the piano tuner, repairs to the tuning pins would cost from $125 - $150 with no guarantee that the condition would be remedied. The piano apparently is worn out. It was suggested that an ad inserted in the local papers might result in the gift of a good piano.

Piano

Policy regulating the use of the Junior Library Hall by various groups came up for review. Discussion was postponed until the next meeting when additional information would be furnished.

Discussion on the relighting of the Gallery was tabled for a future meeting.

Voted: To begin interviewing the members of the non-professional staff at the meeting on April 4, 1959.

Voted: That Mrs. Yood, Mrs. Spengler and the Librarian serve as a committee to make appropriate plans for the observance of National Library Week to be observed the week of April 12-18, 1959.

The date of the next meeting was set for Tuesday, March 3, 1959 at 7:45 P.M. in the Junior Library.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

March 11, 1959

The Board of Library Trustees held its regular monthly meeting on Wednesday evening, March 11, 1959 at 7:45 P.M. in the Junior Library. Those present were: Mrs. Yood, Mrs. Spengler, Messrs. Brosnan and Washburn and the Librarian, Miss Judith E. Stromdahl

The Secretary's report of the previous meeting was accepted.

Correspondence included the following:

1. A letter from Mr. Monahan including copies of a letter from Rev. William W. Lewis of the First Parish Unitarian Church with Mr. Monahan's reply relative to land in Arlington belonging to the First Congregational Parish, Unitarian, as Certified by the Land Registration Office.

   Land - Church

2. A letter from Robert J. O'Reilly, advising the Board that the Employer's Fine Arts Policy #863420 expires on April 11, 1959 and that the renewal premium for three years will be $1,062.

   - Insurance

3. A letter to Mr. Greim from the Waltham Chemical Company containing recommendations to prevent further termite damage to the building at a cost of $360.

   Termites

4. A letter of resignation from Mrs. Jane Coffin who has accepted a position as librarian at the Lincoln Laboratories at a considerable increase in salary.

   Mrs. Coffin

The following action was taken on these letters:

Voted: To proceed with the recommendations of the Waltham Chemical Company as they had already been approved by Mr. Greim.

Voted: To delay action on the payment of Insurance premium until the next meeting when the matter will be reviewed.

Voted: To accept Mrs. Coffin's resignation with regret.

Relighting of the gallery was discussed and it was voted to ask Mr. Reid, Inspector of Wires, to secure estimates for the work as outlined by Mr. Melquist of Boston Edison Company.

Re-lighting Gallery

Policy regarding the use of the Junior Library Hall was reviewed.

Voted: That new groups requesting the use of the hall be referred to the Board of Library Trustees for clearance.

Library
Hall

Discussion of the use of the staff kitchen by clubs using the hall highlighted the need for separate kitchen facilities for group use. It was suggested that letters might be sent to all organizations using the hall, asking for contributions to help equip the cloak room with a Pullman Kitchen. As such action must have the approval of the Town Manager, it was voted that Mrs. Yood, Mrs. Spengler and Miss Stromdahl should discuss this matter with Mr. Monahan. It was also agreed that Mr. Ball's request for use of the library as a ticket center by town organizations be referred to Mr. Monahan.

"Events
Calendar"

Miss Stromdahl was requested to see what could be done in regard to establishing an "Events Calendar" which could be used as a Clearing House Service for dates by local groups in their program planning.

National
Library
Week

Plans for National Library Week which will be observed April 12-18 were discussed. Miss Stromdahl reported that Miss Ruth Sampson has agreed to act as local chairman. After some further discussion it was voted to sponsor a cultural program of some kind, financed by trust funds. The possibility of securing Mr. Edwin Canham and the other editors on Meet the Press TV Program for an evening meeting was favored and Miss Stromdahl was authorized to approach Mr. Canham.

Book
Fair

The Board also went on record as approving a suggestion made by the League of Women Voters that a Book Fair be cooperatively held at some future date, to be sponsored by the Robbins Library and the League of Women Voters, Mrs. Spengler to act as liason between the two groups.

Town
Meeting

It was decided that Mrs. Yood should acquaint the Town Meeting with the plans of the Library Trustees to increase the facilities of the library as recommended in the Survey and to inform the Town Meeting that the request for an elevator in this year's budget was a first step in carrying out the recommendations.

Mrs. Yood presented the following two names for staff replacements:

Mrs.
John Beyer

Mrs. John Beyer, a graduate of University of Wisconsin and School of Library Science at Simmons, to replace Mrs. Heather Phalen in the Circulation Department, AG 1 Step 2, $3,716.

Mrs. Paul
Beldock

Mrs. Priscilla Beldock, a graduate of Wheelock College, to replace Mrs. Jane Coffin in the Junior Library, CG 3 Step 1, $3,268.

The Board voted to accept the recommendations subject to the approval of the Town Manager.

Voted: To continue staff interviews at the next meeting. In addition to the new staff members, Miss Frankel, Mrs. Beyer and Mrs. Beldock, it was voted to invite Mrs. Dolores Cleland and Miss Marilyn Kenney to the next meeting.

Staff Interviews

The date of the next meeting was set for April 7, 1959 at 7:45 P.M. in the Junior Library.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

April 7, 1959

The Board of Library Trustees met in the Junior Library on Tuesday evening, April 7, 1959, at 7:45 P.M. All members and the Librarian were present.

The Secretary's report was accepted as presented.

Correspondence

Correspondence included a letter of appreciation from Robert Brosnan for the dinner arranged in his honor by the Board, held at the Colonial in Lynnfield Center, and two letters from the Town Clerk containing certified copies of the votes of the 1959 Annual Town Meeting under article 8 and articles 70 and 71.

Interviews

Two new staff members, Mrs. Beldock and Mrs. Beyer were interviewed briefly after which the Trustees continued their regular interviews of members of the non-professional staff. Miss Marilyn Kenney and Mrs. Dolores Cleland were scheduled, but due to illness, Mrs. Cleland was not present.

The following reports were made:

1. Work by the Waltham Chemical Company (termites) has been completed and new base boards in affected areas have been installed by the Maintenance Department. — Termites

2. Mrs. Spengler reported that she and Mrs. Yood had seen the Town Manager in regard to the pullman kitchen suggested for use of groups using the Junior Library Hall. According to Mrs. Spengler, the Town Manager suggested that the trustees get estimates of the cost and then sound out the larger groups for interest in such a project. If found to be adequate, the trustees may proceed with plans. The Town Manager approved the idea of a community calendar of events. Mrs. Spengler also reported that the Town Manager felt the use of the library for a clearing house for the sale of tickets would be of definite service to the community, but recommended that this suggestion be taken under consideration, until such time as space could be made available. The Town Manager suggested that groups using the library halls be charged an extra hour for janitorial services when refreshments were served. The hall could then be cleaned by the janitors without such work conflicting with their regular duties. — Library Hall; Community Calendar

Following this report the Board voted that new rules for the use of the hall should be mimeographed for the next season incorporating the Town Manager's recommendation.

The Librarian reported that a number of store windows had been secured for exhibits during National Library Week, that the children of the schools where school libraries are operating are writing essays

on the library and reading, that conducted tours will be scheduled every day at the library for citizens wishing to see how the library functions behind the scenes, and that a concert had been scheduled for April 16, 1959.

The question of the renewal premium on the Employers' Fine Arts Policy 863420 amounting to $1,062. was taken under consideration. Voted: that the librarian be authorized to seek the advice of Dr. Ernst of Lamont Library regarding adequate insurance coverage of the print collection and then to act upon his recommendation.

Insurance

Mrs. Yood presented the name of Mrs. Mary Glover for School Librarian. Mrs. Glover's references were exceptionally good. One recommendation came from Miss Mary Davis, former Librarian of the Medford Public Library, and the other from Miss V. Kathleen James, formerly of the Queensborough Public Library, New York.

Mrs.
Glover
School
Librarian

Voted: to employ Mrs. Glover as School Librarian at a yearly rate of $4,074. LS 5, minimum, subject to the approval of the Town Manager.

Voted: to transfer Mrs. Heather Phalen from the Young People's Department to the School Libraries. This move involves no change in salary.

Heather
Phalen

Evaluation of Miss Joan Frankel's work resulted in the decision to terminate her services. Miss Frankel has a good educational background and is well trained in library science, but is highly emotional, unstable and apparently unable to assume the responsibilities connected with her work. She was voted a month's salary and the Librarian was instructed to give her notice of her dismissal.

Joan
Frankel

Voted: to promote Mrs. Beyer, who has a good background in music to the position of Music Librarian, on a trial basis, at a salary of $4052, LS 5, minimum, subject to the approval of the Town Manager.

Mrs.
Beyer

A discussion of the work remaining to be done on the building followed. Mr. Mallon reported a conference with Mr. Greim in which it was suggested that the services of an architect be secured to take over all the outstanding projects - the pointing and waterproofing of the building, the installation of the elevator, the relighting of the gallery. Mr. Mallon also reported that the services of Mr. Harry Korslund, architect of the High School addition, were to be sought for this purpose.

Building
-
Mr.Harry
Korslund

The trustees felt that the pointing and waterproofing of the building did not need the services of an architect. Voted: that a letter be sent to Mr. Monahan requesting him to have Mr. Greim write the specifications for this work and to proceed with it as soon as possible, as several years had already elapsed since money was appropriated for this purpose.

Letter
to T.M.
re:
spec.

After some discussion regarding the elevator, it was Voted: that the Westinghouse Corporation be requested to make sketches of the elevator and furnish specifications for same, upon receipt of which Mrs. Yood would contact the Town Manager for an appointment so that a special board meeting with Mr. Monahan might be arranged.

Elevator

Salary rates for college students who might be used full time during the summer vacation periods during staff shortages was set at $1.05 to $1.30 per hour, depending on year in college and length of service in library. In other words a minimum of $40. and a maximum of $50. was proposed, subject to the approval of the Town Manager.

College
Students
summer

The meeting adjourned at 11:00 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

May 11, 1959

The Board of Library Trustees met on Monday evening, May 11, 1959 in the Junior Library at the usual time, 7:45 P.M. All members and the Librarian were present.

The minutes of the last meeting were approved.

Correspondence included the following:

1. A letter from the Town Manager requesting further information in regard to the termination of Miss Joan Frankel's services.
2. A letter from the Town Manager advising the Trustees that Mr. Harry K. Korslund of Korslund, Le Normand & Quann, Inc. of Norwood, Mass., had accepted the assignment of preparing plans and specifications for the work to be done at the Robbins Library this summer, namely the elevator, misc. building maintenance and relighting of gallery and hall.
3. A letter of resignation from Miss Louisa I. Tilton, Assistant Cataloger, who plans to be married on June 13. Resignation
4. A letter from Mr. Erwin Canham, President of the Board of Library Trustees, Boston Public Library, in regard to the legislative measure assessing upon cities and towns of the metropolitan transit district outside of Boston a portion of the annual cost of maintenance of the Division of Reference & Research services of the Boston Public Library.
5. Announcement of a two day meeting of the American Association of Library Trustees to be held in connection with the A.L.A. Conference in Washington on June 20-21.
6. Letter sent to local papers by Mr. Stanton in regard to proposed legislation.

Voted: To send a letter of appreciation to Miss Tilton for her loyal service to the Robbins Library.

That letters of thanks be sent to Mr. Stanton and Mr. Frost for their cooperation in writing letters to the newspapers protesting the legislation taxing cities and towns for the maintenance of the Boston Public Library.

At 8:30 Mr. Korslund, the architect, met with the Board in regard to the work to be done and the changes to be made. Mr. Korslund agreed to present completed plans at the next Trustees' meeting to be held on Tuesday, June 9.

Mrs. Yood presented the qualifications of Miss Betty Wilburn who had applied for the position of Professional Assistant in the Circulation Department to replace Mrs. Virginia Beyer who was advanced to another position. Miss Wilburn is a graduate of the University of Omaha, has taught for seven years, and been a member of the Staff of the Boston Public Library for two years. She is planning to work for her Master's in Library Science at Simmons College beginning with two courses this summer. Betty Wilburn

Voted: To offer Miss Wilburn the position of Professional Assistant in the Circulation Department at an annual salary of $3690. (LS 4, Step 1) subject to the approval of the Town Manager. Betty Wilburn

Miss Nancy Houghton, Curator of the Robbins Print Collection, notified the Board through the Librarian that she is leaving for Europe in the middle of June to spend the next fourteen months studying in Italy. She wished the Trustees to know she would probably be available in September 1960 if they were not successful in securing a replacement and wished her to continue as Curator. The Librarian was instructed to advise Miss Houghton to contact the Trustees when she returns from Europe. If the position is vacant, the Trustees will be glad to have her continue as Curator. Nancy Houghton

Voted: To send Miss Houghton a letter of thanks for her work during the past two years.

Mr. Washburn accepted the assignment of consulting with Mr. James Sullivan of the Purchasing Department in regard to the service car to be purchased for the Library.

The next meeting was scheduled for Tuesday, June 9, 1959 at 7:45 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 9, 1959

The Board of Library Trustees held its regular monthly meeting Tuesday evening, June 9, 1959 at 7:45 P.M. in the Junior Library. Mrs. Yood, Mrs. Spengler, Messrs. Brosnan, Mallon and Washburn and the Librarian, Judith E. Stromdahl were present.

Meeting with Mr. Korslund

Before the regular business meeting, the Board met with the architect, Mr. Korslund and his associate Mr. Wallin to discuss plans for the installation of an elevator in the main library building. As a preliminary step, Mr. Korslund reported his men had prepared plans for the building as no original plans have been located to date. In addition to copies given to the Robbins Library, two copies are to be sent to Town Hall for its files. At Mr. Korslund's suggestion, in the interest of saving money, the trustees agreed that elevator openings on all levels should be planned for the same side provided access to the stacks with a book truck could be secured by some other means. Mr. Korslund suggested that an electric lift for books from basement to top stack level would be the solution and would cost considerably less than breaking through existing walls for a passage way. After some further discussion, Mr. Korslund agreed to present completed plans at the next Board meeting in July after which specifications could be prepared and sent out for bids. Inasmuch as there are not sufficient funds for this program, Mr. Korslund suggested that only the pointing be done leaving the sand blasting until later, subject to the approval of the Town Manager.

The regular meeting followed this conference with the architects. The Secretary's report was accepted as prepared. Correspondence included a letter from Jean Lévy of Paris offering an important collection of portraits to the Robbins Print Collection at a reduced price.

Transportation vehicle

Mr. Washburn reported that he had received a letter from the Town Manager advising the Board to wait to purchase the library transportation vehicle until the fall. The Board felt this was probably a wise move. Mr. Washburn plans to contact Mr. Sullivan again to discuss the merits of a Nash Rambler Station Wagon and possibly other small cars.

Open Hs. Wellesley

Mr. Washburn also reported his visit to the new Wellesley Library where Open House was held on Sunday, May 26. Col. Bunker, President of the Wellesley Library Board conducted Mr. & Mrs. Washburn on a tour of the new building and discussed various features of the building with them.

Mrs. Sanborn

Mrs. Yood presented the name of Mrs. Edith Sanborn for consideration as Young People's Librarian. Mrs. Sanborn is a graduate of the University of Maine, 1938, with library courses in book selection, reference and cataloging in 1950, 1955 and 1959 respectively. Her experience includes two years of High School teaching and seven years of public library work, includ-

ing two years as Young People's Librarian at the Tufts Library, Weymouth, Mass., from May 1, 1957 to June 1, 1959. She resigned her position in Weymouth because of the transfer of her husband to Cambridge making commuting a problem. Mrs. Sanborn's references were excellent.

Voted: To hire Mrs. Sanborn as Young People's Librarian at an annual salary of $4196. (LS 5 - Step 1) with the approval of the Town Manager. Mrs. Sanborn

Mrs. Beldock, professional assistant in the Junior Library asked if she might have a leave of absence so that she could attend the first semester of the School of Library Science at Simmons this fall. The Board felt it could not grant this request inasmuch as Miss Beldock has been a member of the staff for such a short period (since March 15). However, if Mrs. Beldock decides to resign and attend school, the Board said it would be glad to consider her application for re-employment upon completion of her studies if a vacancy exists for which she would qualify. Mrs. Beldock

Miss Stromdahl presented a request by Hildegarde Langille, Northeastern Cooperative student, for a one week paid vacation. Miss Stromdahl had checked with Mr. Dubé, Northeastern's Faculty Counselor and found this was common practise, although it is entirely optional on the part of the employer. As Hildy has given excellent service and has been with the library for over a year it was decided to grant her request if the Town Manager approves. Hildy Langille Vacation

Because of the uncertain status of the Robbins Print Collection, the following action was taken:

Voted: "To discontinue insurance covering exhibits borrowed for the Robbins Print Collection for display purposes." Robbins Print Coll.

Voted: To delay action on replacement of the Curator of the Print Collection.

The discussion of insurance brought up the question of the various art and hobby displays which are exhibited by their owners from time to time in the library.

Voted: To prepare a waiver to be signed by any individual who exhibits pictures or any other material in the library, releasing the library from any responsibility for articles exhibited.

Voted: To secure a letter from the Town Counsel on his ruling in regard to the use of Nathan Pratt Fund for alterations to existing library building.

Mrs. Spengler reported on her exploratory efforts to ascertain the interest of various organizations using the library hall in contributing to the installation of a pullman kitchen. Although several organizations indicated an interest, no funds are apparently available for such a project. Mrs. Spengler was authorized to Pullman Kitchen

contact the Town Manager about the possibility of having this item presented as an article in the Town Warrant. It was suggested that the organizations using facilities could be charged a reasonable fee.

Mrs. Spengler also reported on the expressed desire of the League of Women Voters to participate in a Book Fair either during Book Week or National Library Week.

Voted: That the Board offer the League of Women Voters an opportunity to run a book fair under the sponsorship of the library.

Voted: To send Dr. Roen a letter of congratulation on his appointment to the Superintendency of the Arlington Schools.

School Library Junior High West

School Libraries were discussed. Mrs. Spengler reported on the decision of the PTA of the Junior High West to have for its project this next year the establishment of a School Library and of its intention to put an article in the Warrant to this effect. The Board agreed that this was not the desirable procedure. Miss Stromdahl was authorized to contact Dr. Roen about this matter and if it seemed advisable to call a meeting of the subcommittee on School Libraries to discuss the matter, to make arrangements.

The meeting was adjourned at 11:00 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
to Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

July 21, 1959

The Board of Trustees met for its regular meeting on Tuesday evening, July 21, at 7:45 in the Junior Library. Those present included the Chairman, Mrs. Molly Yood, Robert J. Brosnan, Hugh A. Mallon, Jr., J. Milton Washburn and the Librarian.

Mr. Fred J. Wallin, representing the Architect, Mr. Harry Korslund, was also present.

The minutes of the previous meeting were accepted as amended by adding the following sentence to the second paragraph of the report of June 9, 1959: Inasmuch as there are not sufficient funds for this program, Mr. Korslund suggested that only the pointing be done leaving the sand blasting until later, subject to the approval of the Town Manager.

Addition to Je 9, report

Correspondence included: 1. Letter from the temporary Town Manager, Francis N. O'Hara, notifying the Board of the reappointment of Hugh A. Mallon and J. Milton Washburn for another three year term, to expire on July 6, 1962.

reappointment of Messrs. Mallon Washburn

2. A letter of resignation from Mrs. Beldock who plans to continue working for her Masters Degree in Library Science in the fall.

Mrs. Beldock

3. A letter from Miss Lila Foss of Lake Charles, Louisiana, expressing her interest in the position of Assistant Librarian and her desire to be considered for appointment.

Lila Foss

Plans for the elevator and the changes which its installation will necessitate were presented by Mr. Wallin. After considerable discussion it was decided that installation of the dumb elevator for books was not feasible, that the passenger elevator should have five stops, with the openings for the basement, Main Floor, Print Room, and Gallery on the same side with the door for the first mezzanine stack to be on the opposite side.

Elevator

Plans for the fire escape were approved with the recommendation that a weighted fire escape be installed and that it be painted the color of the building. Several changes in the plans for lighting the gallery were made.

Fire Escape

Mr. Wallin suggested presenting revised plans at another meeting within the next few weeks and August 11 or 12, or August 18 or 19 were tentatively set awaiting Mr. Korslund's choice.

Mrs. Yood presented the name of Miss Norma Whiting for a permanent position in the Catalogue Room. Miss Whiting had been approved by the acting Town Manager on a temporary basis with the understanding that her name would be voted upon by the Board of Trustees at the July meeting. Miss Whiting is a graduate of the University of Maine, class of June 1959, and has already enrolled for the fall course in Cataloguing at the School of Library Science at Simmons. Her recommendations were excellent and in the short period she has been working she has proved herself to be alert and capable, fitting into the staff in a most satisfactory way. Norma Whiting

Voted: to place Miss Whiting on a permanent basis - LS 3, Step1 (Professional Librarian - Jr. Grade) at a salary of $3372. subject to the Town Manager's approval.

During the weeks since Miss Tilton resigned from her position in the Catalogue Room and due to Mrs. Woo's recent illness, the work in the Catalogue Room has piled up. As Mrs. Hunter, former Head Cataloguer, an Arlington resident, is available for part time work it was voted to use her for 20 hours a week at $2.25 per hour and to ask her to substitute for Mrs. Woo during the time Mrs. Woo will be out on maternity leave. Patricia Hunter

Miss Stromdahl reported her interview with Miss Foss at the ALA Convention in Washington. She was favorably impressed with Miss Foss and her qualifications and would like to have the trustees interview her. Miss Foss is presently earning $6000. a year, but for family reasons wishes to move to New England. After some discussion it was voted to have Miss Stromdahl write to Miss Foss stating that the top salary which could be offered her is $5352. Should she be interested, it was suggested she plan to attend the Trustees meeting scheduled for September 8 for an interview as she plans to be in this area early in September. Miss Stromdahl was also instructed to send for letters of recommendation from Miss Foss's references. Miss Lila Foss

Mr. Washburn presented his report on the station wagon to be purchased for the library and it was voted "to request Mr. Sullivan, with the approval of the Town Manager, to put out bids on a six cylinder Rambler-Super Station Wagon, equipped with 2 armrests - 2 sunvisors - directional signals - heater and undercoating". The price quoted to Mr. Washburn was $1950. Station Wagon

Revision of the rules for organizations using the Junior Library Hall and the report of the ALA Conference by the Librarian were postponed until next meeting.

The session adjourned at 11:15 P.M.

Respectfully submitted,

Judith E. Stromdahl
Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

September 8, 1959

On Tuesday evening September 8, 1959, the Board of Library Trustees met outside the Junior Library at 7:45 p.m. to view the Nash American Station Wagon which is being considered for purchase for the use of the Robbins Library. Following the demonstration of the car by Mr. Peter Barnaby of the Arlington Motor Sales Company, the Board met at the Dallin Branch on Park Avenue for its regular meeting.

The minutes of the last meeting were accepted.

Correspondence included the following:

1. Letter of resignation from Mrs. Heather A. Phalen, whose husband is transferring from M.I.T. to the University of Utah. — Resignation Mrs. Phalen

2. A letter acknowledging the telegram sent to Speaker Thomson of the House of Representatives, relative to Senate Bill 547.

3. A letter from the Town Manager in regard to two white sinks which are available for transfer to any Town Department having use for one or both.

4. A letter from James Sullivan, Assistant Purchasing Agent, relative to the decrease in the Boston Tank Car Price of #2 Fuel Oil.

5. A letter from the Assistant Purchasing Agent including an analysis of the bid for the two door Station Wagon for the Library Department. (see copy attached)

Reports included:

1. A brief summary of the meeting of August 11, when Mrs. Spengler, Mr. Washburn and the Librarian met with the Architect, Mr. Korslund and his Associate, Mr. Wallin, to discuss the revised plans for the installation of the elevator. Mr. Christie, the heating engineer, was also present at this meeting at the request of the architect. — Meeting of Aug. 11

   According to Mr. Washburn's report, all changes recommended by the trustees at the July meeting were incorporated in the revised plans.

2. Report by Miss Stromdahl on the action taken in regard to Senate Bill 547.

Reports included: (cont.)

3. Report on the Elementary School Science Library which has been sent on loan to each of the school libraries by the American Association for the Advancement of Science for the new school year. Only 1000 selected elementary schools throughout the country were recipients of these collections; Arlington received seven.

Personnel - Miss Wilburn re: Schools

Mrs. Yood, in discussing personnel problems reviewed the vacancies now existing and after some discussion it was voted: "to use Miss Wilburn, who has seven years of teaching experience and two years of library work with children in the Boston Public Library, in the school library program. If her work is satisfactory at the end of a three month period, she is to be considered for advancement salary wise, with the approval of the Town Manager. Before she can be given the rating and salary of School Librarian, however, she will have to secure her Master's Degree in Library Science.

Miss Foss

Voted: That if it not convenient for Miss Foss who is being considered for the position of Assistant Librarian to attend the next meeting of the Trustees, Mrs. Yood and the Librarian be empowered to act for the Board in offering her the job if, in their opinion, she is qualified, this decision subject to the approval of the Town Manager.

Junior Library Hall - Custodians

The rules for the use of the Junior Library Hall (a copy of which is given to each organization each season) were revised. Voted: to find out how many hours are spent by each janitor each week in cleaning and preparing the hall for use by the organizations. For a period of three months, an exact record is to be kept of each custodian's time.

Pullman Kitchen

Voted: To attach a notice to the rules to the effect that a Pullman Kitchen, for the use of organizations, is needed, the notice to include the price of such a unit, and an invitation to the various organizations to contribute to such a project.

Station Wagon

Use of the proposed station wagon was clarified for library personnel. In brief, the use of the station wagon is to be substituted for all work now being done by private cars.

Budget

Various budget items were discussed in preparation for the October meetings which will be devoted, in large measure, to preparing the budget for 1960.

Robbins Print

The Librarian was requested to contact Mr. Purcell relative to steps to be taken to establish ownership of the Robbins Print Collection.

Chairman 1959-60

Mrs. Molly Yood was re-elected Chairman of the Board for the year 1959-60.

Voted: To meet on the first and third Mondays of October (October 5 and October 19) to prepare the budget for next year, the October 5 meeting to be held at the East Branch.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 15, 1959

The Board of Library Trustees met for a special meeting on Tuesday evening September 15, 1959 in the Junior Library at 7:45. Those present were: Mrs. Yood, Messrs. Brosnan, Mallon, and Washburn, and Miss Judith E. Stromdahl, Librarian. Mr. Edward C. Monahan, Town Manager, and Messrs. Korslund and Wallin, Architects, were also present.

Mr. Korslund reviewed his plans for installing an elevator and for the additional changes which such an installation necessitated. He estimated the cost of the work as follows:

Hoistway work, removing existing staricase, etc.	$2000.
New Hatchway or penthouse on roof	1500.
Misc. work	1250.
New glass partition (doors)	1400.
Fire escape	1800.
Elevator	18000.
	25950.
Electrical Work	3500.
Heating & Ventilating	2000.
	31450.

Plus engineers and architects fee of 10%

Mr. Korslund also stated that 16 weeks would be required for the delivery of the elevator after contract was awarded and ten more weeks required for installation.

Mr. Monahan pointed out that the above amount did not include a contingency fee which he estimated might amount to $2400.

In the discussion which followed - it was agreed that the program under consideration, including the outside pointing and the relighting of the gallery would amount to some $45,000. of which $7,336. is available for pointing, $2,438. for lighting, and $20,000. for the elevator. Over $11,000. in additional funds is necessary to complete the work.

Mr. Monahan recommended -

1. That Mr. Korslund prepare separate sets of specifications for the pointing and electrical work of relighting the gallery so that these two items, for which there are funds, might be put out on bid and be completed this fall.

2. That the Trustees request an additional $14,000. in the 1960 capital outlay budget of the library so that the elevator can be installed, the fire escape built, and proper heating and ventilation of gallery be provided.

Following these decisions Messrs. Korslund and Wallin left the meeting and the Trustees and Mr. Monahan continued with the business at hand.

The Librarian reported:

1. That Mr. Purcell recommended that the Trustees make formal inquiry of Universities or Museums to see if there is any interest on their part in acquiring the Robbins Print Collection on permanent loan or by purchase. If so, the Town Counsel will petition in probate court for a ruling on use of the money which has been left for the care and upkeep of the collection and seek permission to use it for other types of art purposes such as purchase of books, etc.

2. That a strange young man had entered the Staff quarters in the library basement, apparently for no good purpose.

Upon a suggestion made by the Town Manager in regard tothe Print Collection, the Board voted to contact Goodspeed's in Boston for suggestions as to possible Universities which might want such a collection.

The Town Manager also directed the Librarian to report the unpleasant incident which occurred in the Staff quarters to the Police. He added that all such occurrences should be reported at once.

The Town Manager also discussed the Library parking situation with the Board. According to his decision, with the exception of certain areas which are to be designated for key library personnel, all parking both in front and in the rear of the Library are to be for library borrowers and any public who has business inside the Library.

The meeting adjourned at 10:45 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

October 5, 1959

The Board of Library Trustees met on Monday evening October 5, 1959 at eight o'clock at the East Branch Library. All members were present.

The minutes of the last meeting were accepted after the figure of $12,000 on page two had been corrected to read $14,000.

Correspondence included a letter from Mr. Monahan cautioning care in expenditures for the remainder of the year and a letter to Mrs. Yood in regard to parking facilities.

Parking Area

At the request of the Police Chief, the Librarian asked the Trustees to indicate parking areas for key personnel so that these areas might be so marked. It was decided to request spaces for the following: Library car, Librarian, Assistant Librarian, two for Trustees, Children's Supervisor, School Librarians and Salesmen.

Mrs. Yood announced that an appointment with Miss Foss, candidate for Assistant Librarian, had been arranged for Thursday morning, October 8 and 10 o'clock. Mrs. Spengler and Mr. Washburn indicated they could be present at this time. It was voted that Mrs. Yood and such Trustees as could be present, be empowered to act for the full board and hire Miss Foss if she seemed to be satisfactory.

Resignation Mrs.Beyer

Mrs. Meglaque

Mrs. Beyer, Music Librarian, submitted her resignation, effective October 16. It was decided to offer Mrs. Meglaque, a temporary employee, the position vacated by Mrs. Beyer, subject to the approval of the Town Manager. Mrs. Meglaque is well qualified for the position of Music Librarian. She is a graduate of Simmons Library School, has had fourteen years of piano, has studied voice and has worked as a cataloguer.

Mrs.Woo

Miss Burgarella

Miss Stromdahl reported that Mrs. Woo who had been planning to take a leave of absence for maternity reasons, has decided to resign if a replacement could be found. A Miss Mary Burgarella, recently returned from Hawaii where she was with the special services, U. S. Army, Air Force, has applied for the position of Assistant Librarian, but said she would consider the cataloging position, only, however, at the maximum salary. She has been receiving better than $6000. in her recent position. It was voted that Mrs. Yood should interview Miss Burgarella and if she found her to be satisfactory to hire her at the maximum step of Ls 5, subject to the approval of the Town Manager.

Miss Stromdahl was directed to check with Mr. Greim in regard to the gutters at Dallin. She was also instructed to call his attention to the condition of the walls in the Dallin Auditorium and see what can be done to waterproof the walls.

The rest of the evening was spent discussing the 1960 budget.

The meeting was adjourned at 10:30 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

October 19, 1959

The Board of Library Trustees met in the Junior Library on Monday evening, October 19, 1959 at 8 P.M. All members were present.

Minutes of the last meeting were read and accepted.

Dodge Fund

Correspondence included a letter from Charles H. Nicholson, Attorney, in regard to the bequest of $2000. of Henry E. Dodge to the Robbins Library.

Miss Foss

Miss Burgarella

Mrs. Yood reported that she and Mr. Washburn had met with Miss Lila Foss on Thursday, October 8, and finding her to be well qualified for the position of Assistant Librarian, offered her the position, subject to the approval of the Town Manager. Mrs. Yood also reported that she had interviewed Miss Mary Burgarella and felt she would be an asset to the library staff. Appointment of both Miss Foss and Miss Burgarella was confirmed by the Board. In confirming Miss Foss' appointment, the Trustees included the following statement, "the Trustees are delighted to have secured an Assistant Librarian who will relieve the Librarian of many of the details she has been assuming during the past year".

Book Fair Christmas Cards

Mrs. Yood asked for an opinion from the Board relative to a request she had received from the UNICEF Committee to sell Christmas cards at the Book Fair to be held by the League of Women Voters in the Junior Library Hall on November 6 & 7. As it is a non-profit venture, permission was granted.

Rules amended

Jr.Lib. Hall

Rules regarding the use of the Junior Library Hall were amended as follows: Voted: That under the article FEE the second sentence be amended to read as follows, "no tickets may be sold and mo money making functions may take place with the exception of book fairs and activities relating to Book Week and National Library Week programs held under the supervision of the library but sponsored by civic organizations outside the Library".

Electrical Work

The Librarian reported that the bids for the electrical work to be done in the Gallery exceeded the amount available. Mr. Reed, Town Electrician, wished to know if the Trustees wanted to make any changes in the specifications. Voted: that Mr. Reed be advised that the Board voted to delay this work until funds are available. The 1959 requested appropriation for lighting had not been approved for the 1959 budget.

Mr. Mallon requested he be allowed to see the specifications for pointing. The Librarian was asked to secure a copy from Town Hall.

The remainder of the meeting was spent on the 1960 Budget.

The meeting adjourned at 11 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 12, 1959

The Board of Library Trustees met on Thursday evening, November 12, 1959 at 8 p.m. in the Junior Library. All members were present.

The Secretary's report was accepted as submitted.

Correspondence included a letter of resignation from Mrs. Emily Woo, Head Cataloguer. The Secretary was instructed to write Mrs. Woo a letter accepting her resignation with regret, and commending her on her work. The cooperation and interest she has shown in her work has been much appreciated.

Mrs. Woo

The Librarian reported that Mr. Greim has contacted Mr. LeBlanc in regard to the lead water pipes at the Main Library and that the work of replacing them will proceed. As the funds are limited, only half the work can be done during 1959. Mr. Greim also reported that he has succeeded in having the motor of the heating fan at the Dallin Branch repaired.

Water Pipes

Heating Fan

The Librarian also reported that Mr. Morris ofPersonnel had scheduled an appointment for the Trustees to meet with the Personnel Board on Wednesday evening November 18, at 7:30, to present their request for proposed salary scale for the professional staff.

Sunday afternoon, December 6, was agreed upon for the get acquainted Tea to be given by the Trustees for the Staff. It was decided to accept Mrs. Yood's invitation to hold the Tea at her home, details to be worked out by Mrs. Yood, Mrs. Spengler and the Librarian.

TEA

The changes recommended in the survey of the Library were again discussed and it was voted to accept the standing offer of Messrs. Humphry and McNiff to meet again with the Board to discuss some of the specifics of the survey if the Board so desired. The Librarian was instructed to write to Messrs. Humphry and McNiff asking them if they could meet in Arlington with the Library Board on either Thursday, December 3, or Thursday, December 10.

Meeting with Messrs. Humphry McNiff

Holiday closing time was discussed. As Christmas falls on a Friday, it was voted to close the library on Saturday, December 26, this decision subject to the approval of the Town Manager.

Christmas Closing

New Year's closing also came up for discussion. It was decided to remain open on Saturday, January 2, unless the Town Manager felt the library should remain closed for the weekend.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 29, 1959

Budget Requests

As an aftermath of the meeting of the Board of Library Trustees with Mr. Monahan on November 28, called by the latter to discuss the budget requests of the library for 1960, a special meeting of the Library Board was held on Monday evening, November 30 at 8 o'clock, in the Junior Library, to reevaluate Capital Outlay requests.

All members were present with the exception of Mr. Mallon who had left for Pennsylvania because of the sudden death of his father.

Budget

Although it was agreed that all items included in the budget were absolutely essential and necessary, it was voted that in the interests of the total budget for the town, the following could be postponed until another time.

1. Electrical work from $4500 - $3000.............. $ 1,500.
2. Ventilation at the East Branch .... 1,000.
   It was decided the Saturday morning children's programs would be eliminated until proper ventilation can be installed.
3. Furniture - Reference Room .... 4,600.
   The Librarian was directed to see what changes and improvements in efficiency, if any, could be effected by using furniture on hand.
4. Equipment 830.50
   The following items needed for efficiency of operation were eliminated until later date

1 Book truck	$ 88.50	
1 Book collection box	52.00	
2 Record players	150.00	
1 Magazine rack	140.00	
1 Sectional cabinet	225.00	
1 Bookcase (YP dept.)	75.00	
1 3 drawer metal file	100.00	$830.50

With these changes, Capital Outlay requests total $22,124. instead of $29,944.50.

Mrs. Yood was directed to contact the Town Manager the next morning and notify him of this action taken by the Board of Library Trustees.

The meeting adjourned at 10:30 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

December 10, 1959

The Board of Trustees met for its regular monthly meeting on Thursday evening December 10, 1959, at 8 o'clock, in the Junior Library.

All Board members and the Librarian were present. Mr. John Humphry, Library Consultant, was also present at the request of the Board to discuss a number of specifics of the survey. Mr. Philip McNiff, the other consultant, was unable to be present having been called to Washington for a meeting.

In deference to Mr. Humphry regular procedure was suspended and the survey became the first item on the agenda.

Survey

Together with Mr. Humphry the Trustees surveyed various areas, namely the corridor, the Catalogue Room, and the basement rooms, discussing again, the recommendations and possible variations. Mr. Humphry suggested that movable bookcases be used as separators between the public areas and the work space to be located in the present corridor and to form a passage way in the catalogue room which is to be converted into a Young People's Department. Changes could then again be made in these areas if the proposed recommendations did not prove satisfactory in practice.

Survey

It was agreed that the Historical Room should not be used for cataloging, that the present order department and basement work room could be converted to take care of the cataloging and processing. Mr. Humphry also indicated the change in position of the charging desks in the Circulation Department and Junior Library, as recommended in the survey. It was decided a number of these above changes could be effected without waiting for the installation of the elevator.

Minutes read

After Mr. Humphry's departure, the minutes of the special meeting were read, and these minutes, together with the minutes of the regular November meeting were accepted as prepared.

Henry E. Dodge Estate

Correspondence included a letter from Charles H. Nicholson enclosing a check for $2,000. "payable to The Trustees" of the Robbins Library from the estate of Henry E. Dodge and a letter from the Town Manager approving the action of the Trustees in regard to holiday hours for the library.

Invest Money

The Librarian was instructed to acknowledge receipt of check and to consult the Town Treasurer requesting him to invest the money in short term bonds, with no strings attached so that the money will be available for use in the near future.

Reports included:

1. Meeting with the Personnel Board on November 18, 1959. Mrs. Spengler reported that Mrs. Yood, in making her presentation to the Board, stressed the shortage of trained personnel and the turnover in library personnel during the past three years.

Meeting Personnel Board

2. The telephone conversation by Mrs. Yood to the Town Manager in regard to the Budget cuts made by the Library Board. According to Mrs. Yood, the Town Manager was most appreciative of the Board's cooperation in this matter. Mrs. Yood also reported that the Town Manager will discuss the Board's request for creation of the position of Supervisor of Auxiliary Services after the new year.

Budget Cuts

The gift to the Robbins Library of the book entitled "Garden Design", by the Arlington Garden Club in memory of one of its past members was reported by the Librarian.

Gift Garden Club

Following some discussion the following motions were passed:

1. Voted, upon motion of Robert J. Brosnan, and seconded by Hugh A. Mallon:

That the Treasurer and Collector, under the direction of the librarian and a trustee to be designated by the chairman, herein is empowered to dispose of the following:

Under Children's Book Fund, 9 shares First National Bank Stock, Serial no. ......, listed at cash value of $450., 125 shares First National Bank Stock, Serial No........, listed at $4,950.: all above shares listed under category INVESTMENTS - Children's Book Fund (in Town Report, 1958: also, 200 shares First National Bank Stock, Serial No.........., listed at $9,560. cash value, 15 shares First National Bank Stock, Serial No........., listed at $750., all above shares in Robbins Library Art Fund under category INVESTMENTS, said stock to be disposed of by Town Treasurer through Paine, Webber, Jackson & Curtis at a price no lower than ninety-five and one-half, said money then to be reinvested in short term U. S. Government Bond issues which yield as close to five percent as possible, money being reinvested separately by the total yield from each block of National Bank Stock sold and listed under the category INVESTMENTS - Robbins Library Art Fund and Children's Book Fund.

Stocks

This action is to be expedited immediately to take advantage of favorable market conditions which list First National Bank Stock at Record all time high in recent years.

2. Voted, to request Miss Stromdahl to proceed as promptly as possible with the recommendations in the survey, specifically #1 and #8 under Recommendations for changes on page 2 for the joint first step, #2 the second step, and #4 the third step.

Survey

3. Voted, that the Librarian be empowered to use Trust Fund money for Christmas wreaths, etc., for the Library if necessary.

Christmas Wreaths

Following the directive given her at the November meeting, the Librarian reported that she had contacted Mr. James Sullivan, the Assistant Purchasing Agent, in regard to the bids for the pointing of the building which had been rejected in toto, because of the wide differential in price range.

Bids for Pointing

According to Mr. Sullivan the following five bids were received:

$1892	Patrick Ross
2220	New England Construction Co., Inc.
3616	A. Belanger & Sons
5000	Counsins Construction Co.
19500	Cambridge Waterproofing Company, Inc.

In a letter to the Town Manager, Mr. Korslund has recommended the acceptance of the third bid if it could legally be accepted, but apparently this was not possible. Mr. Sullivan quoted Mr. Monahan as saying that the Trustees must now initiate the next step and ask Mr. Korslund to draw up new plans and specifications indicating specific areas to be done and including more details. The Trustees agreed it would be wise to wait until the winter months were over before having these specifications rewritten.

January 11, 1960, was set for the next meeting.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 11, 1960

The Trustees met on Monday evening, January 11, 1960, at 7:45. All members were present.

Usual procedure was suspended. At the suggestion of Mrs. Yood, the Trustees voted to send a letter of invitation to the Board of Selectmen, then in session, to meet with them on Monday evening, January 18, 1960, at an hour convenient to the Selectmen.

Charging Desk

The Trustees then met with Mrs. Rachel Hooper of Sjostrom Company, to discuss a new charging desk. As the survey recommended that the desk be placed in the archway extending from the Reference Room to the entrance of the corridor leading into the Junior Library, the various desks and two drawer files now in use by the Assistant Librarian, Young People's Librarian and Assistant in the Reference Dept. had been lined up in suggested position to give the trustees an idea of the desirability of this recommendation. Informal discussion with Mrs. Hooper in the Young People's Dept. was followed by further discussion in session in the Junior Library. It was unanimously agreed that changing the position of the desk, as suggested, was not advisable. Serious congestion would result. Further study is needed before a new desk for the Circulation Department can be designed and built. It was ascertained, however, that a new desk for the Junior Library can be designed and installed with no difficulty.

Voted: to secure plans and estimates for a new desk for the Junior Library, this desk to be purchased from trust funds.

Mrs. Hooper agreed to have sketches made to present to the Board.

Mr. Coughlin Trust Funds

A session with the Town Treasurer, Francis Coughlin, followed the conference with Mrs. Hooper. Mr. Coughlin reviewed the trust funds with the Trustees and balances were checked with the books. Signature cards of the savings accounts held by the Nathan Pratt Fund, jurisdiction of which has recently passed from the Board of Pratt Fund Trustees to the Board of Library Trustees, were signed.

A receipt of transfer to Mr. Edward P. Clark, Chairman, Trustees of Pratt Funds, acknowledging transfer of the assets of the Pratt Fund was duly signed.

Trust Fund

Voted: to leave the $10,000 principal of this fund as it is invested in U. S. 4% Bonds of 1980 in coupon form.

The meeting then proceeded according to the agenda. Minutes of the last meeting were accepted as prepared and sent to members. Correspondence consisting of thank you notes from the Hugh A. Mallon family and Miss Ruth Sampson and an invitation to attend the Open House at the new Medford Library was read.

The rest of the meeting was devoted to discussion of the proposed changes in the library building.

Voted: to prepare figures for the meeting with the selectmen, these figures to indicate gains in square footage of areas proposed for public use in the Survey, and furniture costs in carrying out proposals.

Before the meeting adjourned, Mrs. Yood received a telephone message from the Board of Selectmen accepting the invitation to meet with the Trustees on January 18, 1960 at 9:30 P.M.

The meeting was adjourned at 11:15 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

January 18, 1960

The Trustees met for a special meeting on Monday, January 18, 1960 at 8 o'clock. All members were present.

Comparison of figures independently prepared by various members of the Board as to probable costs of recommended alterations to the building were very close and after some discussion the following figures were agreed upon for Mrs. Yood to use in presenting problems facing the Trustees to the Selectmen.

$36,000	- Total cost - elevator and gallery reconstruction
10,000	- Flooring - Music Room
4,000	- Lighting
5,678	- Architect's fees
29,322	- Furniture & Shelving
10,000	- Contingency fund
$95,000	
20,000	- already allocated
$75,000	- Estimated amount needed to complete program

The Board of Selectmen and the Town Manager arrived at 10 o'clock. Following a few preliminaries, Mrs. Yood briefed the Selectmen on the growth of the Library during the past ten years, spoke of the lack of space for public, books, and staff, listed the unforeseen need for a fire escape, fire wall, proper heating and ventilation in the reconstruction of the gallery area before it could be put into use. She reviewed the changes in service areas being contemplated, including the proposal to take over the Junior Library Hall for the Cataloging Department.

Board of Selectmen

The Selectmen and Town Manager were then conducted on a tour of the entire building after which the merits of spending approximately $100,000 for alterations were weighed against the desirability and need of an addition.

The Board of Selectmen and Town Manager agreed that an article in the Warrant for $16,000 for the reconstruction of the gallery was the first step to be taken and the Board of Selectmen agreed to insert the article in the warrant.

Article
Warrant
$16,000

The Town Manager as well as the Board were reluctant to have the Junior Library Hall converted into work space for the Library. A suggestion, previously discussed by the Trustees, was made to have a citizens committee appointed to study the physical needs of the library.

Jr.Lib. Hall

The Selectmen left at 11:55 P.M.

Mrs. Yood then brought up the question of the proposed salary scale upon which the Personnel Board has decided to take no action. Mr. Washburn expressed himself in favor of having an article inserted in the warrant, but in the light of other problems facing the library at this time, it was voted to take no action on salaries. Salaries

Mr. Brosnan suggested that the Building Committee be contacted in regard to the planning of library room in the proposed Pheasant Avenue School.

Voted: That a letter be sent to the committee at the proper time, stating that the Trustees and Librarian of the Robbins Library would be glad to help in planning the library in the new ~~Fessenden~~ Avenue School.

The next meeting was scheduled for Monday evening, February 8, 1960 at 7:45.

The meeting adjourned at 12:10.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

February 8, 1960

The Board of Library Trustees met on Monday evening, February 8, 1960, at 8 o'clock. Mesdames Yood and Spengler, Messrs. Brosnan and Washburn and the Librarian, Miss Judith E. Stromdahl were present. Mr. Mallon was absent due to illness.

The Secretary's reports for the meetings held on January 11 and January 18, were accepted as prepared with one correction, the spelling of the name of the proposed new school in the report of January 18, 1960.

Mrs. Yood announced that the Hearing before the Finance Committee on the Warrant Article relating to the gallery has been scheduled by the Finance Committee for Thursday evening, February 11, 1960 at 9:15 in the Hearing Room of Town Hall.

DALLIN BRANCH

MORNING OPENING

As a result of the letter received by the Trustees from the Locke P.T.A. requesting that the Dallin Branch be opened to the public on Tuesday and Thursday mornings, it was voted to open the Dallin Branch one additional morning with the approval of the Town Manager. The Librarian was directed to communicate with the officers of the P.T.A. advising them that the Trustees would like to grant their request but find it impossible, at the present time, to extend the hours of opening beyond one additional morning, Tuesday or Wednesday, preferably the latter. Because of staff schedules Thursday cannot be considered at this time. The Trustees will be governed by the wishes of the P.T.A. in making the decision as to which of the two mornings the branch is to remain open.

MEETING WITH TOWN MANAGER RE BILLS

Mrs. Yood reported on her meeting with the Town Manager in regard to the 1959 bills which had been returned to the library by the Town Accountant as not approved, as payment was in violation of Section 31 of Chapter 44 of the Massachusetts General Laws. The Board was disturbed that an error had been made and agreed upon corrective measures to prevent possibility of reoccurrence. Payment of bills in question was voted from Trust Funds.

SUP. of AUX. SERVICES

The establishment of the position of Supervisor of Auxiliary Services, which Mr. Monahan said he would consider in January was discussed and the Librarian was instructed to draw up a table of organization for the Town Manager's approval, showing relation of proposed position to the total library program. The Board feels that creation of this position will correct present trouble spots, will be more efficient and will establish better liason between the library and other town departments.

Mrs. Yood reported on the Dinner Meeting held on Monday evening February 1, 1960, at the Harvard Club to which the Trustees of the Boston Public Library had invited the Librarian and Chairman of the

DINNER MEETING WITH TRUSTEES OF THE B P L

Board of each of the libraries of the towns in the Metropolitan Boston Transit Authority. Mr. Erwin Canham, as Chairman of the Trustees of the Boston Public Library, told the group they, the Trustees, had been "politically ill advised" last winter in an effort to secure additional funds for the Boston Public Library and frankly admitted the Boston Trustees were seeking to mend their fences and to establish better relations with their neighboring towns. Mr. Canham also emphasized that the Trustees of the Boston Public Library were strongly backing and working for the proposed legislation for State Aid to libraries. In answer to a question regarding other bills which have been introduced in the interests of the Boston Public Library, he firmly stated that the only bill the Trustees were backing was House Bill #2275.

SEMINAR HOUSE BILL #2275

Mr. Washburn reported on the Seminar meeting which Mrs. Yood, the Librarian and he attended at Boston College on Saturday, February 6, 1960, from 10 A.M. to 3:30 P.M. Speakers at this seminar on the proposed library legislation, House Bill #2275 included Representative Kaplan, from Brookline, Mr. John Powers Mallon of the Governor's Committee on the Audit of State Needs, Mrs. V. Genevieve Galick, Director of the Division of Library Extension, Dept. of Education, and Mr. John Humphry, Director of the Springfield Public Library. Over one-hundred trustees and librarians attended this seminar.

Following Mr. Washburn's report, the Board discussed the bill, and by a majority vote, agreed to support the legislation. Since the vote was not unanimous, it was agreed that members of the Board would work as individuals instead of a unified body.

DUES MBLPC

The Board also voted to participate in active dues paying membership ($3.00 per year) in the planning activities of the Metropolitan Boston Library Planning Council. The Trustees understand that participation in this activity at this planning stage in no way compromises the library's freedom of action to accept or not accept the results of the planning surveys.

SCHOOL LIBRARIES

Mrs. Spengler reported on the conference which she and Mrs. Yood had with the Town Manager regarding School Libraries. In brief, because of increased pupil registration, space for libraries will be unavailable in some of the schools in the fall. Consequently, the library's budget request for two additional librarians has been cut to one and appropriation made in the budget for this position to start April 1, 1960.

Mr. Brosnan and Mr. Washburn presented the following plan of action for forming a possible nucleus of a "Friends of the Library Group".

PLANS FOR FORMING A FUTURE "FRIENDS OF THE LIBRARY GROUP"

1. Trustees to meet on March 10th to select two people from each precinct or four if precinct is broken down into section. This would mean about 34 people selected.

2. Letter of invitation to be sent to each person by the Board of Trustees with request for a reply. Invite them to attend meeting and coffee hour in the Junior Library Hall on Saturday, March 19th at 10 o'clock.

3. At the meeting President of the Board of Trustees to talk about the Article in the Warrant.

4. Make up brochure about the library - its advances in all services and its needs - so that this could be distributed to the guests.

5. Charts and exhibits dramatizing the needs of the Library and also its increases to be made. These could be used at this meeting and then again during National Library Week on the display table by the front entrance to the library.

6. Tour of the Library for the guests. Have five groups with Board members and Librarian escorting them throughout the building. After the tour coffee will be served in the Junior Library Hall at which there will be a question and answer period.

7. This meeting could be a preliminary one with no actual mention of a "Friends of the Library" group being formed. That could come next fall or winter after elevator is installed. Then another invitation could be issued and plans made for anything the group could help with during the next year.

The Board voted unanimously to accept the report and to follow its recommendations. It was suggested that Miss Foss work with Messrs. Brosnan and Washburn on the invitations.

A brief discussion of National Library Week, April 4 to 11, 1960 resulted in the appointment of Mrs. Yood and the Librarian as a committee of two to work out plans for its observance.

BOXES
FOR
HOSP.
BKS

The question of book$ boxes for the Hospital was favorably considered. The Hospital Librarian, in the interests of preventing loss of library books read by the patients, recommended the installation of a locked box on each of the two floors served by the library, into which books could be dropped as patients are discharged from the hospital. The Librarian was authorized to check into this matter.

The date for the next meeting was set for Thursday, March 10, 1960.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

March 9, 1960

The Trustees met in the Junior Library on Wednesday evening March 9, 1960 at 8 o'clock. Mesdames Yood and Spengler, Messrs. Brosnan, Mallon and Washburn and the Librarian, Judith E. Stromdahl, were present.

Minutes of the last meeting were approved as presented after the following sentence had been inserted at the end of paragraph three on page 2. "Since the vote was not unanimous, it was agreed that members of the Board would work as individuals instead of as a unified body in support of this legislation."

Reports followed:

MEETING WITH FINANCE BOARD

1. Mrs. Yood gave an account of the cordial meeting of the Finance Board which she, Mr. Brosnan and the Librarian attended on Thursday evening, February 18, 1960. In her resumé, Mrs. Yood forwarded the request of the Finance Board for a brief statement for the Town Meeting members in regard to the article which has been inserted in the Warrant by the Trustees, and a brief outline of future plans for improvement and expansion for the next few years for the Finance Committee.

STORM

2. The Librarian reported that the library had remained open on Friday, March 4, until 6 p.m. The Northeastern student Jason Sokolov was the only staff member who succeeded in reaching the library by 9 o'clock. By mid morning, however, a number of others living in Arlington and one from Boston had been shoveled out and reported for work.

In connection with the snow storm, the Librarian also reported that the Public Works Department had done an excellent job of plowing over the weekend clearing the public parking areas for use on Monday morning.

JASON

Voted: to send a letter to the Student Counselor at Northeastern commending Jason Sokolov for his conscientious service and for his sense of responsibility in an emergency.

MEETING WITH ORGANIZATIONS

3. The Librarian outlined the meeting planned for Thursday morning, March 10, to which Presidents of the women's organizations of Arlington had been invited. A discussion of National Library Week and a tour of the Library were on the agenda for this occasion.

4. In searching through some old Library Reports for 1900-1920, the Librarian reported she had found some references to the "gift" of the Print Collection to the Library by Mr. Winfield Robbins. Mr. Purcell was contacted and he agreed these references might help to establish the ownership of the collection which is in question. Mr. Purcell also called the Librarian's attention to the fact that he had been told that Nathan Robbins, aged 93, living at the home of Mrs. Rebecca Hunter, 219 Highland Avenue, was a nephew of Caira Robbins. According to Mr. Purcell's information, Mr. Robbins is mentally alert and could be contacted for possible information in regard to the collection.

ROBBINS
PRINT
COLL.

As there is no telephone listed at the above address it was voted "to write to Mr. Robbins and ask him to call at the library to discuss the Print Collection with the Librarian, transportation for such a visit to be furnished by the Library".

Following the reports, the Board then proceeded to outline their plans for future improvements according to the request of the Finance Committee. Cost figures were to be added when determined. Following is the brief outline:

1960

Step I Renovation of gallery
- a. Installation of elevator
- b. Erection of fire escape and fire wall
- c. Installation of new lighting, heating, and ventilation

Result: New Music and Art Room for public
New Technical Services Room for Staff operations

1961

Step II Installation of additional stack area
Shelving and furniture for new areas

Result: Additional stack area
New Y.P. Room
New Junior High Department
Additional space for Adult services

1962

Step III Replacement of present circulation desks
New functional furniture for Reference Room

Result: Improved facilities for better public service

The Board read and approved, with one or two suggestions, copy for a booklet to be prepared for distribution telling the library story. Voted: to secure the price for 5000 copies.

MEETING WITH T.M.MEMBERS

Plans for the meeting to be held on Saturday morning, March 19, for the Town Meeting members were discussed and two representatives and an alternate were chosen from the 1960 list of Town Meeting members to be invited.

N.L.W.

A discussion of National Library Week followed and plans for its observance were finalized. Mrs. Yood reported that the committee had succeeded in getting Miss Edna Peck, of the Boston Public Library, and Miss Nancy Hale, Author of "A New England Girlhood" for speakers. The friends of the Drama were unable to help the Library with the program at this time.

N.L.W. SPEAKERS

Instead of using the auditorium at Junior High East as had been planned, the Board decided to use the Library Hall for Miss Peck's talk, and, as the emphasis of National Library Week this year is on Young People's reading, it was decided to provide Nancy Hale as a speaker for a Library Assembly at the High School provided the Principal approves.

Voted: that expenses for speakers should not exceed $125., Trust Fund money to be used for this purpose.

The organization chart and the job description for the proposed position of Supervisor of Technical Services were approved as prepared.

AGE ... PAGES

The question of the age requirement for pages was raised. Motion to make an exception in the case of Martha Buzzell who has again applied for a job, this time at the Dallin Branch, was lost. Although sympathetic to the individual needs of the applicant in question, it was felt too many problems would arise in the future if this exception were made.

The meeting was adjourned at 11:50 P.M.

The date of the next meeting was set for Monday, April 4,1960.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

April 4, 1960

The Board of Library Trustees met on Monday evening, April 4, 1960 in the Junior Library at 7:45. Mesdames Yood and Spengler, Messrs. Brosnan, Mallon, and Washburn, and the Librarian, Judith E. Stromdahl, were present.

The Secretary's report was accepted as submitted. Correspondence included the following:

1. A letter from Mrs. Barbara McSorley of the Camp Fire Girls requesting permission to plant a tree near the children's library on Arbor Day, April 29, 1960.

   Camp Fire Girls

2. Copy of a letter sent by the Town Manager to Korslund, Le Normand & Quann, Inc., instructing Mr. Korslund to proceed with the advertising for bids for installation of the elevator and the pointing at the library.

3. An invitation to the Convocation and Cooperative Employers Dinner at Northeastern on Thursday, April 21, 1960.

4. A letter from Mr. Lord, Director of the Boston Public Library, in regard to the budget reduction which necessitates elimination of a number of positions in that institution. According to Mr. Lord, it is the hope of the Trustees that all personnel affected by this action will be absorbed by the libraries of the Metropolitan Area. However, it was pointed out that the men and women who are being dismissed are juniors and pre-professionals with little experience.

   B.P.L.

5. A letter of resignation from the Assistant Librarian, Lila Foss, who has been offered a position in the Brown University Library. In her letter of resignation Miss Foss wrote "it includes a substantial increase in salary and an opportunity to return to Social Security. I lack eight quarters or two years of the prescribed forty quarters needed for retirement."

   Resignation Miss Foss

Mrs. Yood reported that, to date, Mr. Monahan, because of Town meeting, has taken no action on the new position of Supervisor of Technical Services which the Trustees have proposed. Mr. Monahan will assume complete charge of the work to be done in connection with the changes at the library. His letter to Mr. Korslund to proceed with the "elevator and the pointing at the Library" included in the above correspondence indicates that he has already started proceedings.

The Trustees assume that in his letter to Mr. Korslund, Mr. Monahan intended the former to proceed with Specifications in all areas under consideration - lighting, fire escape, etc. However, for clarification, it was voted to send the Town Manager a letter requesting his permission for the Board to call Mr. Korslund in this regard and to discuss with him the possibility of erecting a partition in the gallery area.

Tree Camp Fire Girls

Upon motion of Robert Brosnan it was voted to accept the Camp Fire Girls offer to plant a tree provided the Town Manager approves.

Landscaping

Upon motion of Mr. Mallon it was voted that Mr. Washburn be made a Committee of one to look into funds for proper landscaping of the library grounds.

Voted: To accept the resignation of Miss Foss with regret and to wish her success in her new appointment.

Interview Miss Burgarella

Upon motion of Mr. Brosnan it was voted that Mrs. Yood, Mrs. Spengler and Mr. Washburn be made a committee of three to interview Miss Burgarella, Head Cataloguer, in regard to appointment as Assistant Librarian.

Supervisor of Technical Services

Upon motion of Mr. Washburn it was voted to request from the Town Manager approval of the position of Supervisor of Technical Services so that this position can be filled should Miss Burgarella accept the appointment as Assistant Librarian.

National Library Week

Plans for the Friday evening observance of National Library Week were reviewed and Mrs. Yood reported that Mr. Donald Sullivan, Music Teacher at Junior High West had gladly agreed to have the Girls Dixette of the Junior High West present a few choral numbers at the beginning of the program. It was also agreed that all tickets available should be distributed.

Plans for the Saturday morning meeting to which Town Meeting Members have been invited were also discussed and it was agreed that coffee should be served, the expense to be charged to trust funds.

Nat. Lib. Week-1961

Mr. Brosnan projected plans for the 1961 observance of National Library Week. These were laid on the table until the next meeting.

Furniture

Voted: That Mrs. Yood and Mrs. Spengler select furniture for the staff rooms of the Main Library and Dallin Branch - $300. has been allowed in the budget for this purpose.

Pullman Kitchen

Voted, upon motion of Mrs. Spengler, that a letter be sent to all organizations who use the library hall asking group to contribute toward the $500. needed to install a Pullman Kitchen for use of organizations.

The Librarian brought to the attention of the Trustees the fact that the Branch Librarians are responsible for closing the branches on the evenings they work, and spoke of the wisdom of continuing this practice especially at the Dallin Branch which if located in a rather isolated corner. Upon motion of Mr. Washburn it was voted that a letter be sent to the Town Manager asking if it would be possible to have the officer on the beat be requested to stop at the Branch at the 9 o'clock closing time on these evenings.

Closing
the
Branch
Building
at night
by
Librarian

Mrs. Spengler requested the Librarian to prepare a report indicating the number of books included in each of the School Libraries.

The date of the next meeting was set for May 2, 1960.

The meeting was adjourned at 10:40 P.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 2, 1960

The Board of Library Trustees met on Monday evening May 2, 1960 at 7:45 in the Junior Library. Present were Mesdames Yood and Spengler, Messrs. Mallon and Washburn and the Librarian, Judith E. Stromdahl.

Mr. Nils Tobiasson of Korslund, LeNormand & Quann, Inc., was also present and was given opportunity to present plans for the installation of the elevator and alteration work before any other business was discussed. Mr. Tobiasson pointed out that the staircase to the second stack would have to be moved to make head room for people using the ramp connecting the second stack area with the Print Room area. Mr. Tobiasson left a preliminary print of the specifications and agreed to furnish the Board with other copies for the Town Manager, etc. Elevator

Mr. Tobiasson left at 9:20 and the Board proceeded with its regular business meeting.

The Secretary's report was approved as prepared and sent to the members.

Correspondence was read, including communications from the following:

1. Copy of a letter sent to Mr. Dolan by the Town Manager in regard to the library grounds.

2. A notice to Heads of Departments, Boards, Commissions, and members of the "Task Force" in regard to the Red Cross Bloodmobile scheduled for May 19 at the Town Hall.

3. A certified copy of the vote of the Town under Article 86 of the Warrant of the 1960 Annual Town Meeting relative to reconstruction at the Robbins Library.

4. A letter of appreciation from Mr. Otis B. Jason, Principal of the Junior High School East, in regard to the library orientation program carried on with 416 pupils of the school, under the supervision of the Supervisor of Children's Library Activities.

5. Copy of a letter sent by the Town Manager to Mr. Korslund relative to the plans, specifications and advertising of the elevator.

6. Report of the meeting of the Rotary Club luncheon at which Mr. Brosnan spoke on the library and showed a movie on the "Library of Today".

Personnel

For the record, appointment of the following personnel was confirmed. Approval was previously secured by telephone vote and the Town Manager has signed appointment papers.

1. Mrs. Norma Herz, to replace Mrs. Beldock in the Junior Library at a yearly salary of $3696. Grade LS 3 Step 2. Mrs. Herz

2. Mr. Russell A. Nile to replace Mrs. Peskin in the Circulation Department at a yearly salary of $3696. Grade LS 3 Step 2. Mr. Nile

Mrs. Yood presented the credentials of a number of applicants for the position of School Librarian.

Voted: To offer the position to Mrs. Jane Palais, a graduate of the School of Library Science at Simmons, 1959, who has spent this past year in the New Haven Library doing children's and branch work including work with the schools. She comes very highly recommended by the Chief Librarian, Mr. Bloss and by Mr. Laurence Kipp, Librarian of the Harvard Business School for whom she worked during the summer of 1958. Mrs. Jane Palais

A result of the evaluation of the school library personnel made by the Librarian and Supervisor of Children's Library Activities, revealed that Mrs. Anderson, although very good in library techniques and knowledge, lacked teaching and storytelling skills, very essential to a successful school library program. After some discussion it was voted to transfer Mrs. Anderson to the Main Library at the close of school on a temporary basis at a lower salary to fill one of the present vacancies and to encourage her to take courses in education and teaching techniques, provided she is interested in continuing in school library work. Mrs. Anderson

Voted: To appoint Mrs. Elisabeth Sussman to replace Mrs. Anderson, at a salary of $4,260. Grade LS 5 - Minimum, effective in August. Mrs. Sussman

The Librarian reported that a representative of the Accident Industrial Board called at the library to verify the report submitted at the time of Mr. Loftus' death.

School Libraries

Voted: "To have Mrs. Spengler, as the representative of the Library Trustees on the Joint Committee of the School and Library Boards for School Libraries, to evaluate the library program, which has now been in existence for three years, and to report back to the Trustees."

Mrs. Spengler was directed to visit classes in session, to talk with the Principals and teachers and to determine if the objectives of the program have been realized.

Building and Grounds

The Librarian reported her conference with Mr. Monahan in regard to the program of capital expenditure and presented the Trustees with an outline of procedure as suggested by him.

Mr. Washburn reported his visit to the Town Manager relative to the Library grounds. This conference resulted in the letter which the Town Manager sent to Mr. Dolan, Tree Warden.

Mrs. Yood described the Tree Planting Ceremony held on Arbor Day at which time the Camp Fire Girls planted a dogwood tree on the Library grounds.

Mrs. Yood recommended that the contemplated changes to the Junior Library corridor be made as soon as possible. These changes call for shelving to be installed on both sides of the walls and a partition, using the present Junior Library doors and hardware, built at the open end of the corridor. Figures for this work and sketch showing changes were prepared by Mr. Schultz of the Schultz Woodworking Company of Cambridge.

Shelving to match existing height would cost $1,350; 6 ft. height would be $1,250; partition using present doors and hardware would cost $175.

After some discussion it was voted "to spend the $2,000. recently received from the Dodge Estate for this project." Mr. Washburn and Mrs. Yood were appointed to talk with the Town Manager and get his approval of the changes to be made in the building.

The date of the next meeting was set for Monday evening, June 6, 1960 at 7:45.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MEMO:

To: Trustees

Re: Funds available for Gallery Project, including installation of elevator, relighting of gallery, etc.

SOURCE OF FUNDS:

Town Meeting 1959	$10,000.
Town Meeting 1960	16,000.
Trust Funds	10,000.
	$36,000.

ESTIMATES OF WORK COSTS PRESENTED BY ARCHITECT AT SPECIAL TRUSTEES' MEETING WITH MR. MONAHAN - September 16, 1959.

Elevator	$18,000.
Hoistway work, removing existing staircase, etc.	2,000.
New hatchway or penthouse on roof	1,500.
Misc. work	1,250.
New glass partition (doors)	1,400.
Fire escape	1,800.
Heating & Ventilating	2,000.
Contingency as estimated by Mr. Monahan at meeting, September 15, 1959	2,400.
Architects fee to date	2,123.57
Lighting and cable work	3,500.
	$35,973.57

Robbins Library
April 22, 1960

put
in record book

CAPITAL OUTLAY PROGRAM APPROVED BY TOWN MANAGER

	AMOUNT AVAILABLE	EARMARKED FOR
Carried over from 1959:	Lighting......... 2,303.19	Main Library
	Major Repairs ... 7,084.87	Pointing, Main Library
	Heating 1,000.00	Basement Area
1960 Appropriation	Lighting 3,000.00	* Dallin Branch Auditorium Main Library
	Painting 1,750.00	$1,000. Window and Door Trim Main Library
		** 300. Inside Dallin Br. 450. Outside " "

* This should be done first. Remainder of money can then be used for Main Library.

** Mr. Greim to be requested to prepare specifications.

Robbins Library
April 22, 1960

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

June 16, 1960

The Board of Library Trustees met on Thursday evening, June 16, 1960 at eight o'clock in the Junior Library. Those present were Mesdames Yood and Spengler, Messrs. Brosnan, Mallon and Washburn and the Librarian, Judith E. Stromdahl.

The Secretary's report for May was accepted as presented.

Correspondence consisted of a letter of appreciation from the English teacher of the Vocational High School for the service rendered his classes by the Young People's Librarian, Mrs. Sanborn.

Fee for Custodian Service

At the request of the custodians, it was voted to raise the fee for custodial service at the Dallin Branch to a minimum of $6.00 per evening when the Dallin Auditorium is used by citizen groups on evenings when the Branch is not open. This change was voted to keep the library rates in line with those in effect in other town departments.

N.L.W.

A committee consisting of Mrs. Spengler, Mr. Brosnan and Mr. Washburn agreed to meet on Monday evening, August 1 at 7:45 at the Library to formulate plans for National Library Week, these plans to be presented to the full board at its meeting on August 7.

Position Asst. Lib.

Mrs. Yood reported that two candidates had been interviewed for the position of Assistant Librarian but neither candidate had the necessary qualifications. Ads have been placed in all the library journals and periodicals and it is hoped that the Montreal Conference will be fruitful.

Sup. of Tech. Services

Mrs. Yood also reported that the Town Manager had given her assurance that the position of Supervisor of Technical Services will be established within the next week or two. The trustees requested the Librarian to contact the Town Manager to see if, when established, the job could become retroactive to July 1.

Mrs. Yood reported that the bids for alterations had been opened and that only two firms had submitted figures.

Rossano Construction Company,	$47,368.00
Tassinari Contracting Corporation,	$48,567.00

For details see attached sheet.

After some discussion with Mr. Tobiason who was present at the meeting representing Mr. Korslund the Board voted:

To recommend that the bids be rejected and the deposits returned.
That Mr. Tobiason proceed with revision of the specifications to bring the work within the framework of available funds.

That new advertisement of bids for the elevator and fire-escape be initiated.

Building

Mr. Tobiason reported that Mr. Korslund will arrange with the Town Manager to have an opening cut in the basement area so that existing conditions of the foundation may be ascertained. Mr. Tobiason also reported that the following recommendations would be made to the Town Manager in an effort to make the specifications more attractive to bidders.

1. Change the Fire Insurance clause. Have it included in the Town Insurance.
2. Change wording for payment from "completion" of work to Substantial completion.
3. Change retainer's fee from 10 percent to 5 percent.

Mr. Tobiason also said that in the new specifications the General Contractor will be made responsible for the removal of the existing metal staircase.

Mr. Washburn reported that Mr. LeBlanc, the plumber, has presented the following recommendations:

1. To eliminate the two water meters and replace with one meter to be placed in a more logical spot.

2. To have a 4 inch pipe replace the present 2 inch from the street into the building.

According to Mr. LeBlanc, who says he has discussed the proposed change with Mr. O'Hara, the cost to the Library for this work will not exceed $250. (This refers to #2)

Voted: To proceed with the plumbing as recommended by Mr. LeBlanc, with the approval of the Town Manager.

Upon recommendation of Robert Brosnan, the Board voted to spread on the records an expression of appreciation and thanks for the service rendered by Mr. Mallon during his eight years on the Board. The Board regrets that Mr. Mallon is leaving Arlington but wishes him much success in his new appointment.

The date of the next meeting was set for August 9, 1960.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary
to the Board

BID ON ALTERATIONS TO ROBBINS LIBRARY THURSDAY, JUNE 16, 1960 10:00 A.M

Company	Proposed Contract price (Including Addenda 1 & 2)
(ck#15473) Rossano Construction Company 401 Border Street East Boston, Massachusetts	$47,368.00

For alternate #1 - Add. $550.00
For Alternate #2 - Add 2,725.00
For alternate #3 - subtract - $800.00

Item 1. the work of General Contractor - $19,722.00

Sub-Trade	Name of sub-bidder	amount
a. Miscel. & Ornamental Iron -	Allowance	$3,000.00
b. Heating & Ventilating	Ross Plumbing & Heat. Co.	3,750.00
c. Electrical	Aetna Electrical Corporation	4,646.00
d. Elevator	F. S. Payne Co.	16,250.00
Total of Item 2		$27,646.00
For alternate #4, ~~add~~ subtract..............................		83.00

(This company has been in business for 28 years)

	Proposed Contract Price (including Addenda 1 & 2)
ck#669 Tassinari Contracting Corporation 33 Gerrish Avenue Chelsea 50, Massachusetts	$48,567.00

For Alternate #1 - add $595.00
For alternate #2 - add 3,754.00
For alternate #3 -subtract - $911.00

Item 1 - work of General Contractor - $20,921.00

Sub-trade	Name of sub-bidder	amount
a. Miscel. & Ornamental Iron	Allowance	$3,000.00
b. Heating & Ventilating	Ross Plumbing & Heat.Company	3,750.00
c. Electrical	Aetna Electrical Corporation	4,646.00
d. Elevator	F.S. Payne Company	16,250.00
Total of Item 2..		$27,646.00
For Alternate #4, subtract......................................		183.00

(This company has been in business for 11½ years)

Bid advertised in Arlington Advocate under date of May 19, 1960
Opened by J. L. Sullivan, Assistant Purchasing agent-Recorded by W. Cannell
Witnessed by Messrs/ Tassinari, DiNatali of Rossano, Quinn & Robertson-Dodge

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

August 9, 1960

The Board of Library Trustees met on Tuesday evening, August 9, 1960 in the Junior Library at 7:45. Mesdames Yood and Spengler, Messrs. Brosnan and Washburn and the Librarian, Miss Judith E. Stromdahl were present.

The minutes of the June meeting were accepted.

Correspondence consisted of a copy of a letter from the Town Manager to Korslund, LeNormand and Quann, Inc., authorizing that firm to proceed with its plan to "cut a hole through the wooden floor and probe into the existing foundation conditions."

Mrs. Yood reported that she had been in contact with the Town Manager in regard to the progress of the various library projects. Following is a brief summary of her conversation with him.

1. Specifications for the elevator had not been published for bids because a contractor from Norwood whose bid is desired could not figure any more jobs during July because of present work load. Work is to be advertised August 11, 1960.

Elevator

2. Told that the work on the shelving in the corridor had not been started, Mr. Monahan said he would speak to Mr. O'Hara at once.

Shelving

3. Mr. Monahan volunteered the assurance that he would attend to the new position, requested by the trustees, this week.

Mrs. Spengler reported that the committee on National Library Week, 1961, consisting of Messrs. Brosnan and Washburn and Mrs. Spengler, had met in the Librarian's office on Monday evening, August 1, 1960 to formulate plans for its observance. The committee reviewed the suggestions previously made and decided that Barbara Ward might be too academic and sophisticated for the audience which might be attracted and it had been learned that Carl deSuze has already been committed to present a program in Arlington this next season. The committee recommended an Author's Luncheon or Dinner on April 12 or 13, with three speakers and a citizens committee of 25, to be selected from interested library borrowers, to assist in formulating the plans. Mrs. Spengler further reported that the Town Hall was definitely not available on April 10, 11, 13 or 14 and possibly the 12th would not be open. April 18, 19, and 20 were available, however. After some discussion it was moved that "A Book and Author's Dinner should be held the week prior to National Library Week on Wednesday, April 12, 1961, at Fresh Pond Restaurant, subject to the approval of the Town Manager."

National
Library
Week

The Librarian presented a request received from the Park Avenue Congregational Church that it be allowed to use the auditorium of the Dallin Branch on Sunday mornings, beginning September 18 and continuing through June. Voted: That the Park Avenue Congregational Church be allowed to use the auditorium of the Dallin Branch on Sunday mornings beginning with September 18 and continuing through June 1961, the exact time to be determined by the Library and Church officers and the financial arrangement for custodial services to be made directly with the custodians, subject to the approval of the Town Manager.

Dallin Auditorium to be used

Mrs. Yood presented the names of two possible candidates for the position of Assistant Librarian. After some discussion it was agreed that Mrs. Naomi Michalah of the Boston Public Library could not be considered as she has had no administrative experience of any kind. Her experience has been mainly as assistant Children's Librarian in a number of branches and as second professional in the school issue branch over a period of ten years.

Assistant Librarian

Mildred Simpson was the second possibility to be considered; she had been highly recommended by Miss Elizabeth Gordon of the Boston Public Library. A graduate of Curry College, Miss Simpson has taught school for eight years, worked in the Boston Public Library for two years and the Waltham Public Library for eight years, and has been Librarian of a library in Manchester, Conn. for eight years. Because of the excellent recommendations from the Boston Public Library and the Waltham Public Library, it was voted that Mr. Brosnan should interview her during the week of August 22, when he expects to be in that area. His report to the Board can guide the Trustees in their future action.

Asst. Lib.

It was decided to hold the next two meetings at the Branches, the September meeting at the East Branch on Thursday, September 8, 1960 and the following meeting at the Dallin Branch.

Election of Chairman for the coming year was the last item on the agenda and Mrs. Margaret Spengler was chosen for this post. Upon motion of Mr. Brosnan, the Board voted to thank Mrs. Molly Yood for her devoted and untiring efforts and the many long hours of work she has given in the interests of the library as Chairman during the past two years.

Mrs. Spengler Chairman

Also upon motion of Mr. Brosnan it was voted to write a letter of appreciation to Hugh Mallon, for his interested and tireless service during his term as Trustee.

The meeting adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING of the BOARD OF LIBRARY TRUSTEES

September 8, 1960

The Board of Library Trustees held a meeting on Thursday evening, September 8, 1960, at the East Branch Library. Prior to the meeting, however, the Board members met briefly at the Main Library for a briefing from Mrs. Yood on Mr. Syrene's (Remington Rand) charging desk proposals.

The Secretary's report was accepted.

I. The following items of old business were considered:

1. Personnel and Salaries

a. The resignation of Russell Nile, effective September 16, 1960 was accepted. Mr. Nile wishes to continue his library studies at Simmons Library School and has accepted a position in the library of Wentworth Institute where the hours are shorter and more flexible. Mrs. Ann Anderson, who has been transferred from the school program, will replace Mr. Nile. Voted: That Mrs. Anderson's rating be changed from LS 5, Step 2 to Ls 4 Maximum, $4290. with the approval to the Town Manager.

b. Mr. Brosnan agreed to serve as Chairman of a committee to review salaries and make recommendations to correct salary inequities. Mrs. Yood and the Librarian are to serve with him on the committee.

Comm on Salaries

c. Mrs. Yood agreed to continue as Personnel Committee.

d. Mrs. Spengler reported that the Town Manager had verbally approved the position of Supervisor of Technical Services and the Trustees agreed with the Town Manager that the job specifications should state that the Supervisor of Technical Services should be responsible for financial statements. The Librarian was instructed to have this done.

Position Sup. of Tech. Services

The Librarian reported that Miss Burgarella had assumed the responsibility of the position and had started to coordinate the work. Voted, upon motion of Mrs. Yood, that Miss Burgarella's salary be increased to LS 6, Maximum, subject to the approval of the Town Manager.

Miss Burgarella

2. National Library Week

At the request of the Chairman, Mr. Washburn agreed to serve as Chairman of National Library Week. He would assume responsibility for press notices and the public relations aspects of the project. Voted: to make reservations with Fresh Pond Grill Management for a dinner to be held on Wednesday, April 12, 1961.

Mr. Washburn Chrmn.

2. National Library Week (cont.)

Other decisions relating to National Library Week were as follows:

a. That a list of 50 names should be compiled from which a citizens committee can be formed. Each trustee is to secure acceptance from two people who will serve on this committee before the next meeting.

b. That three authors should be invited to speak, one of which should be Cleveland Amory, if possible.

3. School Libraries

a. The Librarian reported that the school librarians had been working on their school programs, sending for and selecting materials for their information files, building their picture files and preparing posters and other materials for their bulletin boards. In addition, the Librarian and Supervisor of Children's Activities had conducted an "in-training" class during August for all the School librarians. The year's program of library instruction was discussed and lesson plans for grades 1 through 6 were prepared; practice in story-telling and in preparing and presenting book talks and lesson materials were included in the training.

b. Upon recommendation of the principals, a change in policy will be tried during the coming school year. Instead of spending two and one-half days at each school, each librarian will spend all five mornings at one of her two schools, and afternoons at the other. The following assignments have been made for the school year, 1960-61: Mrs. Palais at Dallin and Thompson Schools, Mrs. Glover at Bishop and Brackett, Mrs. Sussman at Hardy and Crosby, Miss Wilburn at Locke and Cutter.

4. Legislative Research Bureau

After some discussion of the letter of August 10, 1960, from the selectmen asking for comments on a letter from the Legislative Research Bureau in regard to its study of home rule for Massachusetts Cities and Towns, the Trustees instructed the Secretary to write a letter to the Selectmen calling their attention to "the many attempts which are made in the guise of legislation which violate the principle of home rule as it applies to public libraries, specifically those bills which would arbitrarily assess cities and towns for the support of the Boston Public Library. The so called Powers Bill or Senate Bill 547 is a sample of this type of legislation".

5. Building Maintenance Reports

   a. The Librarian gave a report of "no progress" on pointing of building.

   b. Mrs. Spengler reported that the General Contractors Bids are to be opened on September 15, 1960 and that Sub-contractors bids, opened on September 8, 1960, were as follows:

      Elevator: Payne 16,397 - Otis 16,530 - Beckwith 17,993 - Consolidated 18,365.

      Ornamental Iron Work: Brighton Iron Works 3,355 - American Architectural Iron 3,417 - Security Steel & Wire 3,883.

6. Charging Desks

   The Trustees approved Mr. Syrene's suggestion for placement of desks and instructed Miss Stromdahl to get additional estimates from the Sjostrom Company.

II. New business included the following:

1. Budget

   a. General discussion of the 1961 budget was held and recommendations of the East Branch Librarian were specifically considered.

   b. Recorded Music Lectures - Upon recommendation of the Music Librarian and the Librarian, it was voted to suspend the lectures for the coming season because of the apparent lack of interest on the part of the public, which did not seem to warrant the effort entailed. The Librarian was directed to write a letter of appreciation to Mr. Hurwitz for the time and effort he has so freely given to this project in the past.

III. Meetings

Those present were: Mesdames, Spengler and Yood and Messrs. Brosnan and Washburn and the Librarian, Miss Judith E. Stromdahl.

Voted: to change the date of the Trustees' meeting to the first Monday of every month. The date for a special budget meeting will be set at the October 3 meeting.

The meeting adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

SUB-BID ON ALTERATIONS TO ROBBINS LIBRARY

THURSDAY, SEPTEMBER 8, 1960
12:00 NOON

Elevators	Price
F. S. Payne Company Ck#11386 75 Richdale Avenue Cambridge, Massachusetts	$16,397.00
Otis Elevator Company Ck#66048 130 Clarendon Street Boston, Massachusetts	$16,530.00
ck#3975 Beckwith Elevator Company, Inc. 8 St. Mary's Street Boston, Massachusetts	$17,993.00
E. Triumph Metal Products James Russell Company	$ 2,591.00 2,100.00
ck#1105 Consolidated Elevator Company 49 Melcher Street Boston, Massachusetts	$18,365.00

E. No sub-bidders

Bid advertised in the Arlington Advocate under date of August 18, 1960
Bid opened by James L. Sullivan, Assistant Purchasing Agent
Recorded by W. Cannell
Witnessed by Messrs:

2 Autobiographies
2 Dict.

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

October 3, 1960

The Board of Library Trustees met at the Dallin Branch on Monday evening, October 3, 1960 at 7:30 P.M. Those present were Mesdames Spengler and Yood, Messrs. Brosnan, Troiano and Washburn and the Librarian, Judith E. Stromdahl.

Mrs. Spengler welcomed Mr. Troiano, recently appointed to the Board by the Town Manager for a three year term to replace Mr. Hugh Mallon, Jr., who has moved out of State.

The minutes of the last meeting were read and accepted.

Correspondence included a letter from the Personnel Board relative to a request for a hearing appointment with the Personnel Board and one from the Town Manager urging those responsible for budget requests to present the "most intelligent and most informative budget ever before presented... to the Board of Selectmen, the Finance Committee and the Town Meeting".

Budget requests

OLD BUSINESS

National Library Week - Mr. Washburn suggested that a meeting of the citizens committee (made up of names provided by the trustees) be held to discuss the proposed plans for the 1961 observance. Voted: "to invite the committee to a meeting on Saturday morning, October 15, at 10:15 in the Junior Library Hall." It was also recommended that representation from the professional staff of the library be present at the meeting. It was felt that trust funds are available to underwrite this project.

Meeting of Citizens Comm.

NEW BUSINESS

Following a report from Mrs. Yood to the effect that the Art Committee of the Women's Club is distressed that the corridor is no longer available for exhibits, it was suggested that the Secretary write a letter to Mrs. Abbott, Chairman of the Art Committee to the effect that "due to the expansion program at the library it will no longer be possible to have exhibits in the corridor but that the Gallery on the upper floor is available until such time as the construction program begins.

Art Exhibits

Mr. Washburn brought up the question of the old lighting fixtures and other non-usable materials stored in the basement. Voted: that a letter be sent to the Town Manager asking his help to dispose of materials which constitute a fire hazard.

Materials in basement

The rest of the meeting was devoted to discussion of the 1961 budget. A report by Mr. Brosnan, Chairman of the Salary Committee, on salary recommendations and a vote by the Board to request a meeting with the Personnel Board to discuss changes in salary rates under the LS grades were included in the deliberations. Salary Recomm.

The meeting was adjourned until Monday, October 10, in the Junior Library.

The full Board met again on Monday, October 10, 1960 and also on Saturday morning, October 15 to continue work on the budget. On Thursday morning, October 27, 1960 the Board met at nine o'clock for a final review of the budget as completed. After some discussion, several further changes were made for the final presentation to the Town Manager.

The next meeting is to be held on Monday evening, November 7, 1960 at 7:30 in the Junior Library.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

November 7, 1960

The Board of Library Trustees met on Monday evening, November 7, 1960 in the Junior Library Hall. Present were, Mrs. Spengler, Mrs. Yood, Mr. Brosnan, Mr. Troiano, Mr. Washburn and Miss Stromdahl.

The Secretary's report was accepted as prepared.

Correspondence included a copy of a letter from Harry J. Korslund to Michael Racioppi, notifying him to proceed with the alterations to the Robbins Library starting Thursday, October 27, 1960, and stating that the work is to be fully completed by May 27, 1961.

Alterations to proceed

Revised copies of the completed budget were distributed to the Board members.

Voted: To send a memo the the Town Manager to the effect, 1. That the budget did not include any request for funds to carry out the second step of the development program as this will be included in a warrant article, and 2. that the Trustees have voted to request salary changes in the Town Classification and Pay Plan and have already contacted the Personnel Board to this effect.

Memo to T.M.

Voted: That the Librarian should request the Town Counsel, Mr. Purcell, to draw up an article for the warrant for the sum of $30,000. to continue the second step of the reconstruction program, namely, to install additional stacks and to complete areas made available through the installation of the elevator, a copy of this article to be sent to Mr. Monahan as soon as it is received.

Article for Warrant

The Librarian was requested to prepare revisions of the job specifications for the Assistant Librarian and the Supervisor of Children's Library Activities for the approval of the Board at the next meeting.

Rev. of Job Spec.

Reports:

The Librarian reported: 1. that no bids had been received for the painting to be done at Dallin Branch and that a quotation of $1,180 had been given by Mr. Kenney for the job. As only $750. is available, the Librarian was directed to ask the Town Manager if it would be possible for the Public Works Department to do this work at its convenience.

Painting Dallin

2. That leaks in the roofs of all the library buildings had been discovered and that Mr. Greim had contacted the Kennefic Brothers for repairs.

Roof

3. That the Public Works Department had completed raising the height of the shelving at the East Branch as requested, to the complete satisfaction of Mrs. Colcord.

Shelving East

Reports: (cont.)

4. That the finish on the stack stair treads has worn off leaving the surface very slippery. Within the last month one high school boy had slipped and fallen on the stairs.

Vacant positions

Mrs. Yood reported that there had been no qualified applicants for the vacant positions. She has personally been in touch with several members of the Simmons College Staff who have recommended several people in the field. To date, however, no progress has been made in securing applicants. She stated that ads are to be placed in the Herald, Globe and Christian Science Monitor, and at the suggestion of the other Board members it was decided to try placing ads in some of the newspapers in neighboring towns.

Mr. Washburn reported on National Library Week observance plans.

N.L.W.

With the lack of real enthusiasm evidenced at the meeting on October 15, 1960, by the National Library Week Committee made up of lay people, the Board felt it was inadvisable to proceed as originally planned and voted to abandon the idea of an Author's Dinner Meeting.

After some discussion it was suggested that a Book Cavalcade be held during Library Week with a speaker of high calibre.

School Lib. Program

Voted: That Mr. Washburn, Chairman, work out details of a meeting to which the Committee of library friends, representatives of the PTA, the original group of citizens who met to discuss the School Library Program at its beginning, and Dr. Roens be invited. At this time a Report of the School Library Program will be presented by the Supervisor of Children's Library Activities and the groups will be invited to participate in the National Library Week observance.

Book budget Sch.

It was suggested that the Librarian contact Mr. Roens in regard to the budget item for books which is carried in the School Department Budget. No additional funds will be requested this year, even though there has been an increase in the price of books.

Christmas closing

Voted: To close the Library all day on Saturday, December 24, 1960 subject to the approval of the Town Manager.

It was decided to have the library remain open until the usual closing time on New Years Eve, Saturday, December 31, 1960.

The next meeting will be held on Monday evening, December 5, 1960 at 7:30 in the Junior Library.

Respectfully submitted,

Judith E. Stromdahl
Librarian and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES

December 5, 1960

The Board of Library Trustees met on Monday evening, December 5, 1960 at 7:30 in the Junior Library. Mesdames Spengler and Yood, Messrs. Troiano and Washburn and the Librarian, Miss Judith E. Stromdahl, were present.

The minutes of the last meeting were accepted as received by the members.

1. Reports Included the Following:

A. Personnel

Mrs. Yood presented Mrs. Yu Chiu's name for confirmation to the position of Supervisor of Technical Services, and recommended Miss Hazel White for the position of Music Librarian re replace Mrs. Penelope Maglaque whose resignation will become effective the last of February. (Mrs. Maglaque's husband has been at M I T on a fellowship grant and is due to return to the Philippines.

Mrs. Chiu

Mrs. Chiu is a graduate of Boone University Library School of Wuchang, China, and received her Master's Degree in Library Science at the Library School of the University of Michigan in 1938. She received a scholarship for an additional year of Feild Work in 1939. Mrs. Chiu worked as a Cataloger of the Western Collection at the National Wu-Han University in 1930-31 and then as Cataloger of the Western Collection at the National Library of Peking from 1931-37. From 1957 to 1959 she was on the Staff of the Boston University Libraries, (Chenery, General Education and Nursing) as Cataloger and in 1959 became Children's Librarian and Cataloger of Children's Books at the Medford Public Library which position she currently holds. Her recommendations are excellent.

Miss White

Miss Hazel White is a graduate of Framingham State College (1922) with a degree in Education and of Simmons Library School in 1945. She has taught school, worked in the Needham Public Library, became Cataloger of the Plymouth Library and was made Librarian of the Plymouth Library in 1947, which position she held for ten years. In 1957, because of family reasons, she moved to Somerville and accepted a position as Reference Librarian in the Medford Library, which position she now holds.

Miss White has been highly recommended by Mrs. Genevieve Galick of the Division of Library Extension who is intimately acquainted with Miss White's work in Plymouth, and by one of the trustees of the Plymouth Library. Both said they would recommend her, unqualifiedly, and felt that her age should not be allowed to be a deterrent to appointment to a new position.

4. Books for Shut-Ins

Shut-in service was discussed and it was agreed that some agency such as the Girl Scouts would be approached to help with such a service.

5. Miscellaneous

Voted: To pay the architect the sum of $2,839.10, the amount of the bill submitted many months ago.

Voted: To ask the cooperation of the Police Department in collecting long overdue books when the normal library procedures have failed to effect this. (Normal procedures include, 1st and 2nd notices, a bill, a telephone call and a visit to the home by the custodian), this action subject to the approval of the Town Manager.

Overdue Books

6. Next Meeting

The next meeting was set for January 9, 1960 at 9:15 A.M.

Respectfully submitted,

Judith E. Stromdahl
Librarian & Secretary to the
Board of Library Trustees

Amer Post Binder
5457 1/2

Voted: Subject to the approval of the Town Manager - To hire Mrs. Yu Chiu as Supervisor of Technical Services, at the Maximum rate, Grade 6 (5416), if her work proves satisfactory after a trial period of three months at the rate Step 3, Grade 6.

Mrs.
Chiu

To hire Miss White on a temporary basis at LS 5, Step 2, the position to be made permanent upon the resignation of Mrs. Maglaque.

Miss White

Mrs. Yood also presented Mrs. Rothenberg's request to be placed on a part time basis. After some discussion it was agreed that in the interests of the Library this was not advisable.

Mrs.
Rothenberg

Voted: That Mrs. Rothenberg be allowed to work part time until a full time replacement can be found, this replacement to be sought immediately.

Voted: That Mrs. Cleland's hours be reviewed for a possible change to a minimum of 20 hours.

2. Buildings

The Librarian reported the action taken by Mr. Greim in regard to roof repairs at the Dallin Branch amounting to $507. She also reported that Mr. O'Hara had agreed to check the outside window frames at the Main Library and if advisable would have them treated with "linseed oil and turpentine with a little color mixed in" until they could be painted in the spring.

Roof
Dallin

Window
Frames

3. Saturday Morning Meeting and National Library Week

In appraising the meeting of friends held on Saturday morning, December 3, 1960, the Board expressed satisfaction with the program presented by Mrs. Toohey and the School Librarians. Mrs. Spengler suggested the program be repeated for the School Committee, and Mr. Troiano recommended that a series of similar programs be initiated and presented in the elementary schools with special invitations to parents in connection with the National Library Week effort.

Voted: To arrange a series of programs in connection with National Library Week to reach the parents and acquaint them with the library program in the schools.

Voted: To send each School Librarian who participated in the Saturday morning program a letter of thanks for her part in making the program such a success.

Further plans for Library Week were discussed briefly, and it was agreed to accept Mr. Herrick's offer to design a pamphlet on the order of "The Library is a Family Affair". It was also suggested that a Bookmobile might be forrowed for display during the week.

Library
Week